



# Annual Town Report

---

Town of Ipswich  
2016

<b><u>TABLE OF CONTENTS</u></b>	<b>Page</b>
Roster of Town Officials and Committees	4
Annual Town Meeting	13
Special Town Meetings	33
<b>General Government</b>	
Board of Selectmen	56
Finance Committee	57
Town Manager	57
<b>Department of Public Safety</b>	
Police Department	59
Public Safety Communications	62
Emergency Management	63
Animal Control	64
Harbors	65
Shellfish	67
Fire	69
<b>Department of Public Works</b>	
Public Works Divisions	70
Facilities Department	73
Cemeteries/Parks Department	75
<b>Building Department</b>	76
<b>Department of Public Health</b>	77
<b>Department of Planning and Development</b>	
Planning Board	83
Conservation Commission	84
Historical Commission	86
Housing Partnership	87
Open Space Committee	88
Agricultural Commission	89
<b>Department of Human Services</b>	
Recreation Department	92
Council on Aging	93
Veterans' Services	94

<b>Department of Utilities</b>	
Electric Department	95
Water Division	96
Wastewater Treatment	97
 <b>Finance Directorate</b>	
Accounting Office	98
Purchasing and Management Services	99
MIS Department	99
Treasurer/Collector	100
Assessors' Office	101
Town Clerk	102
Elections and Registrations	103
 <b>Ipswich Public Library</b>	106
 <b>School Department</b>	108
 Shade Tree Beautification	116
 Trust Fund Commission	117
 <b>Financial Statements 2016</b>	118

**TOWN OF IPSWICH  
FACTS AT A GLANCE**

Government	Incorporated in 1633 Open Town Meeting, Five member Board of Selectmen and a Town Manager
Annual Town Meeting	Second Tuesday in May each Year.
Town Census Population 2015	13,256
Registered Voters 2015	10,069
Square Miles of Area	42.5 Total Area
Town Hall Address	Ipswich Town Hall 25 Green Street Ipswich MA. 01938 978-356-6600
United States Senators	Elizabeth Warren, 317 Hart Office Building Washington, DC 20510 Phone: (202) 224-4543 <a href="http://www.warren.senate.gov">www.warren.senate.gov</a> Edward Markey 255 Dirksen Office Building Washington, D.C. 20510 Phone: 202-224-2742 <a href="http://www.markey.senate.gov">www.markey.senate.gov</a>
U.S. Representative	Seth Moulton 1408 Longworth House Office Building Washington, DC 20515 Phone: (202) 225-8020 <a href="http://www.moulton.house.gov">www.moulton.house.gov</a>
State Senator	Bruce Tarr Massachusetts State House 24 Beacon Street Room 308 Boston, MA 02133 Phone: 617-722-1600 <a href="mailto:Bruce.Tarr@masenate.gov">Bruce.Tarr@masenate.gov</a>
State Representative	Brad Hill State House Rm. 124 Boston, MA 02133 617-722-2100 <a href="mailto:Brad.Hill@mahouse.gov">Brad.Hill@mahouse.gov</a>

## **ROSTER OF TOWN OFFICIALS AND COMMITTEES**

### **Elected**

### **Member**

Moderator  
(1 year)

Thomas Murphy

Board of Selectmen  
(3 years)

Nishan Mootafian,  
Judy A. Field  
Charles D. Surpitski (Vice Chair)  
Edward B. Rauscher (Chair)  
William M. Craft

School Committee  
(3 years)

Jennifer Bauman  
Barry Hopping  
Feruza Krason  
Carl Nysten, Chair  
Hugh O'Flynn  
Sarah Player, V. Chair  
Charles Whitten

Constable

Peter J. Dziadosz

### **Appointed**

Finance Committee  
(3 years)

Michael J. Schaaf  
Kevin Murphy  
Michael Dougherty  
Robert White, Chair  
Jamie M. Fay  
Catherine T. J. Howe, Psy. D.  
Janice Clements-Skelton  
Mitch Feldman  
Walter Hartford

Whittier Regional Technical  
Vocational

Frederick (Russ) Bardsley

## **Town Officials**

Town Manager	Robin Crosbie
Special Assistant & Human Resources Director	Jennifer F. Breaker
Superintendent of Schools	Dr. William I Hart
Director of Finance	Sarah Johnson
Town Accountant	Stephanie Frontiera
Purchasing Director	Frank V. Antonucci
MIS Director	Gregory Parachojuk
Assessor	Robin Nolan
Town Clerk	Pamela Z. Carakatsane
Assistant Town Clerk	Kathleen A. Marini
Treasurer/Collector	Kevin A. Merz
Assistant Treasurer	Corinna Warner
Deputy Tax Collector	Kelly and Ryan Associates Inc.
Building Inspector	Sal Votano
Health Agent	Colleen Fermon
Public Health Nurse	Pamela Lara
Food Inspector	Maureen Lee
Plumbing & Gas Inspector	Robert Hyde
Alternate Plumbing & Gas Inspector	Kevin Lombard
Sealer of Weights & Measures	Dwight Brothers
Wiring Inspector	David Levesque, Sr.
Alternative Wiring Inspector	Donald E. Galicki
Director of Plant & Facilities	William A. Hodge
Assistant to Facilities Director	Jane Spellman
Director of Public Works	Richard Clarke
DPW Operations Manager	Frank J. Ventimiglia
Superintendent of Cemetery & Parks	Jeffrey Putur
Fire Chief	Gregory Gannon
Fire Prevention Officer	Sean Cronin
Police Chief	Paul Nikas
Police Lieutenant	Jon Hubbard
Harbormaster	Paul Nikas
Shellfish Constable	Scott LaPreste

Emergency Management Director  
Animal Control Officer

Jon Hubbard  
Megan Boissoneau

Director of Council on Aging

Sheila Taylor

Town Historian

Gordon Harris

Library Director  
Assistant Library Director

Patty DiTullio  
Genevieve Picard

Director of Planning  
Senior Planner  
Affordable Housing Coordinator  
Open Space Program Manager  
Stewardship Coordinator  
Conservation Agent

Glenn C. Gibbs  
Ethan Parsons  
Terry Anderson  
Michelle Vaillancourt  
Beth O'Connor  
Alicia Geilen

Town Counsel

Attorney George Hall Jr.  
Anderson and Krieger

Director of Utilities  
Business Manager/Utilities  
Electric Operations Manager  
Water and Waste Water Manager

VACANT  
Karen Repucci  
Donald Newell  
Victoria Halmen

Veterans Services District

Karen Tyler

### **Boards and Committees**

Affordable Housing Trust Fund Board

James Kroesser  
James Warner (Chair)  
Michael Jones  
Ethan Parsons  
Nishan D. Mootafian

Agricultural Commission

Royce Knowlton  
Cole Desmond  
Don Galicki  
Jay Stanbury  
Cathy Chadwick  
Edward White  
Norm Swanson

Athletic Playing Fields Study Committee

Ken Swenson, Chair  
Judy Field  
John Galanis  
John Gillis  
Scott Levasseur  
Kerrie Bates  
Jeffrey Putur  
Kerrie Bates

Audit Committee

William Craft, Chair  
Robert White (Finance Com)  
Carl Nysten  
Larry Pszenney  
William Callahan

Board of Assessors

Robin Nolan  
John Moberger  
Karen L. Rassias

Bay Circuit Trail Committee

Lawrence G. Eliot, Chair  
Barbara Ostberg  
Ed Murphy  
Ralph Williams  
Faith Evans  
Jeff Corning

Ipswich Community Access Media (ICAM)

James Maloney  
Wendy Copithorne

Cemetery & Parks Commission

James Graffum  
Harry Argeropoulos  
Theodore Lemieux

Public Safety Facilities Committee

Charles Surpitski  
Jean Emerson  
Robert Donahue  
Ryan McShera  
Robert Weatherall  
Harvey Schwartz  
Peter Dziadose  
Paul Polonsky



Public Arts Committee

Kendall Buhl  
Kristina Brendal  
Paula Jones  
John Fiske  
Katie McElwain  
Barbara Monahan

Conservation Commission

Jennifer Hughes, Chair  
David Standley, Vice Chair  
Will Paulitz  
Sissy Ffolliott  
Brian O'Neil  
Catherine Carney Feldman  
Michele Hunton  
William Mitchell  
Alicia Geilen

Conservation Agent

Council On Aging

Diane Mitchell  
Lilian Riley  
Tone Kenney  
Nancy Scanzani  
Penny Foss  
Keith Carlson  
Lorraine Laddin

Cultural Council  
(3 years)

David Stone  
Michele McGrath  
Ann Fitzgerald  
Susan Stone  
Jane Ward  
Gail Doktor  
Kathleen Bonnar  
Marie Mancinelli  
Gina Looby  
Kristina Brendel

Design Review Board

Jeff Anderson  
Laura Gresh  
Ken Savoie  
Mitchell Lowe  
Robert L Weatherall  
Linda Riley

Alternate Members

Eight Towns & the Bay Committee	Rue Sherwood VACANCY (2)
Electric Light Sub-Committee	Charles D. Surpitski, Chair Edward B. Rauscher Michael Schaaf James Engel Whitney Hatch
Government Study Committee	David Standley Gary Champion Craig Saline Kevin Martin
Hall-Haskell Committee	Theresa Stephens, Co-Chair William Thoen Stephanie Gaskins Co-Chair James C. Lahar
Board of Health	Susan C. Hubbard, Chair Susan Boreri MD Margaret McDermott
Historical Commission	Stephen Miles Brian Townsend Lee Hathaway John Fiske Laura Gresh
Alternative Members	Christopher Morse Ruth Strachan Lynda Reiman Gordon Harris Kerry Macklin
Affordable Housing Partnership	Michael Schaaf, Chair James Warner Michael Jones Edward D. Dick Jim Kroesser Rich Kallman Ingrid Miles Kathy Lampropoulos

	Donald Greenough
Ipswich River Watershed District Advisory Board	VACANT
Library Trustees	George R. Gray, Chair Lawrence J. Pszeny Marie Louise Scudder Hugh McCall Sherry Hurley Judith L. Rusin Doug Steward Dorothy Johnson Marion Frost
Mosquito Control Advisory Board	Robert A. Gambale, Chair Lisa Galanis Ed Ruta Ernest Brockelbank. Anne Wallace
Open Space Committee	Wayne Castonguay, Co-Chair Bill Holton Ralph Williams Andy Brengle David Feldman Katie Hone
Planning Board (5 years)	John Stanbury Heidi Paek James McCambridge Kathleen Milano Keith Anderson Carolyn Britt
Associate Member (2 years)	
Recreation & Culture Committee	Paul Sacksman Susan DeMarle David Wallace Kerrie Bates Toni Mooradd Michelle Myers Meg Musick

Recycling Committee

Sophie Miller  
David Benedix  
Paula Jones  
Rick Clarke  
Rebecca Barthelmes  
Heather Pillis  
Meredith McMorrow  
Nicole Whitten  
Heather Pillis  
Andrea Lacroix  
Marlene Faria Connelly  
Debra Ramos

Registrar of Voters

Pamela Z. Carakatsane  
Rob Stone  
Katherine Eliopoulos  
Peter Ross

Shellfish Sub-Committee

Michael Lambros  
William M. Craft  
Charles D. Surpitski, (Co-chair)  
Scott LaPreste  
Wayne Castonguay  
Constable LaPreste  
Linda Alexson  
Harbor Master Nikas  
David Swicker  
Brenda Turner

Shade Tree & Beautification Committee

Janet Craft, Chair  
Ann Wright  
Pat Flannigan  
Rick Clarke  
Judy Field  
Pat Beirne  
Paula Jones  
Charles D. Surpitski  
Christopher Wood  
Barbara Monahan

Trust Fund Commission

Richard Fates  
Jean Emerson  
Seth Ward

Water Sub Committee

Nishan Mootafian  
Michael Dougherty  
Edward B. Rauscher  
James Engel  
David Standley

Wastewater Sub Committee

Tony Giannelli  
Gary Hamilton  
Robert Donahue  
Christopher J. Murray  
Eileen Kelly-Aguirre  
David Morin  
Jeff Cann

Zoning Board of Appeals

Robert A. Gambale, Chair.  
Benjamin Fierro  
Lewis Vlahos  
Roger LeBlanc  
Rebecca Gayton  
Robert Clocker  
Kathleen Gallanar

Alternative Members (2)

**REV 3-24-17**

**RECORD OF ACTION  
ANNUAL TOWN MEETING  
MAY 10, 2016**

Pursuant to the foregoing Warrant, the legal voters of the Town of Ipswich met in the Ipswich High School/Middle School Performing Arts Center in said Town of Ipswich on, Tuesday, May 10, 2016. A quorum being present (553 - 200 required), was called to order by the Moderator, Mr. Thomas R. Murphy, at 7:05 P.M.

A jazz combo played prior to the start of the meeting. Students playing were Nick Di Bello, Phil Meneghini and Noel Siegert. The counters for the evening were Mark Allman, Dianne Ross, Jeremy Hathaway, Craig Saline, Irene Josephson, Rob Donahue, Dave Le Bel, Maggie Thomas and Mike Johnson. Timers were Julia Sabbagh and Olivia Profenno.

Non registered persons were given permission to attend the meeting as spectators and were seated at the back left facing the stage. The Pledge of Allegiance was led by Cub Scouts, Zeke Allman, Thomas O'Connell and Sam White.

**ARTICLE 1**

**Consent Calendar**

**A MOTION was made by Nishan Mootafian, duly seconded, to**

- (1) To fix the annual salary and compensation of all elected Town Officers as follows: Town Moderator: \$250.00; Board of Selectmen: member \$750.00; Chairperson \$1,000.00; School Committee:member \$ 200.00;
- (2) To transfer the sum of \$325,000 as a payment-in-lieu of taxes from the Electric Light Department;
- (3) To hear reports from the Commuter Rail Committee, the Hall-Haskell Committee, and the Open Space & Recreation Committee, and to continue these as standing committees of Town Meeting;
- (4) To authorize the Board of Selectmen to temporarily appoint a member of said Board as Acting Town Manager for a limited period of time not to exceed the date of the 2017 Annual Town Meeting for purposes of vacation, leave, or absence in accordance with M.G.L. Chapter 268A, Sections 20 and 21A;
- (5) To authorize and/or re-authorize for FY'2017 the following revolving funds established under M.G.L. Chapter 44, Section 53E½:
  - a. A Department of Public Safety revolving fund, the use of said fund to pay for the operation and maintenance of the Town Wharf, and to determine that no more than \$10,000 may be expended by the Department of Public Safety from such funds transferred into said fund during FY'2017. (Source of funds: Launching Fees);
  - b. A Department of Public Works revolving fund, the use of said fund to finance approved beautification projects and related expenses, and to determine that no

more than \$5,000 may be expended by the Department of Public Works from such funds transferred into said fund during FY'2017. (Source of funds: Sale of wood from the grand elm tree);

- c. a Health Department Public Health revolving fund, to be funded through reimbursements from Medicare Part B, Medicare Senior Advantage Plans and other insurance plans for the administration of influenza and pneumococcal vaccines to be used to finance part-time wages and pay related expenditures such as the cost of vaccine, medical supplies, and other administrative costs, and to determine that no more than \$5,000 may be expended by the Public Health Department from monies transferred into said fund during FY'2017. (Source of funds: Medicare Part B, Medicare Senior Advantage Plans and other insurance plans);
- d. A Department of Public Health revolving fund, the use of said fund to finance part-time food inspectional and review services and pay related expenditures, and to determine that no more than \$22,000 may be expended by the Department of Public Health from monies transferred into said fund during in FY2017. (Source of funds: food establishment permit fees, food establishment re-inspection fees and food establishment plan review fees);
- e. a Council on Aging revolving fund, the use of said fund to pay for special activities, expendable supplies and/or part-time wages, and to determine that no more than \$100,000 may be expended by the Council on Aging from monies transferred into said fund during FY'2017 (Source of funds: fees contributed by seniors participating in special activities);
- f. a Historical Commission revolving fund, the use of said fund to pay for preservation of Town records and to purchase expendable supplies, and to determine that no more than \$5,000 may be expended by the Historical Commission from monies transferred into said fund during FY 2017 (Source of funds: sale of publications);
- g. a Health Department revolving fund, the use of said fund to finance additional part-time help in the Health Department and to pay related expenses, and to determine that no more than \$7,000 may be expended by the Health Department from such funds transferred into said fund during FY 2017 (Source of funds: Housing Code inspection fees);
- h. a Facilities Department revolving fund to pay for custodial services and other expenses associated with the use of the gymnasium and other Town Hall facilities by outside organizations or for special events sponsored by municipal departments; and to determine that no more than \$20,000 may be expended from the Facilities Department revolving fund from monies transferred into said fund during FY'2017 (Source of funds: user fees); and
- i. a Shellfish Department revolving fund, said funds to be used for enhancements to the shellfish resources of the Town, and to determine that no more than \$15,000 may be expended by the Shellfish Commissioners from monies transferred into said fund during any given fiscal year

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 2****Finance Committee Election**

**A MOTION was made by Mitchell Feldman, duly seconded, to**

Appoint Walter Hartford to the Finance Committee for a term or three years.

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 3 Transfer of FY16 Appropriated Budget Funds to Educational Stabilization Fund**

**A MOTION was made by Hugh O'Flynn, duly seconded, to**

Allow the School Department to transfer the sum of \$293,875 from FY16 Appropriated Budget to the Educational Stabilization Fund.

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 4****Prior Year Unpaid Bills**

**A MOTION was made by Charles Surpitski, duly seconded, to**

Indefinitely postpone this article to pay, or transfer a sum of money from available funds, to pay unpaid bills incurred in prior years and remaining unpaid.

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 5****FY 2016 Municipal Budget Amendments**

**A MOTION was made by Charles Surpitski, duly seconded, to**

Indefinitely postpone this article to amend the Town's action taken under Article 8 of the May 12, 2015 Annual Town Meeting (FY 2016 Municipal Operating Budget) by transferring sums between departments or from available funds; or to take any other action relative thereto.

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 6****FY 2017 Municipal Budget**

**A MOTION was made by Nishan Mootafian, duly seconded, to**

To appropriate the sum of \$23,113,619 for the FY'2017 municipal budget to be expended as follows:

General Government	\$ 1,579,231
Planning & Community Development	\$ 530,993
Public Safety	\$ 4,736,050



Public Works	\$ 4,156,523
Community & Cultural Services	\$ 1,370,628
Benefits & Other	\$ 4,931,321

For a General Fund Total of \$17,304,746, including waterways: and

Water Department	\$ 3,424,769
Wastewater Department	\$ 2,384,104

And that the following sums be raised and appropriated or transferred to fund the FY'2017 budget:

Septic Loan Program	\$	17,865
Tourism Account	\$	2,000
Debt Premium	\$	2,819
Overlay Surplus	\$	75,000
Waterway Improvements Fund	\$	84,904
Raise & Appropriate	\$	17,122,158
Water Receipts	\$	321,2042
Water Reserves	\$	212,727
Wastewater Receipts	\$	207,2490
Wastewater Receipts	\$	311,614

Tourism Account	\$	2,000
Debt Premium	\$	2,819
Overlay Surplus	\$	75,000
Waterway Improvements Fund	\$	84,904
Raise & Appropriate	\$	17,122,158
Water Receipts	\$	321,2042
Water Reserves	\$	212,727
Wastewater Receipts	\$	2072490
Wastewater Receipts	\$	311,614

And to authorize the town to enter into lease-purchase contracts for equipment having a term of five years or less.

# **MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

## **ARTICLE 7**

## **FY 2017 School Budget**

**A MOTION was made by Carl Nylén, duly seconded, to**

Transfer the sum of \$75,000 from the Overlay Surplus account and to raise and appropriate the sum of \$30,363,031 for a total of \$30,438,031 to fund the FY 2017 School Budget and to change the purpose of the unexpended balances of prior appropriations, all to be used for the ensuing year's operations and debt service, including entering into lease-purchase agreements having a term of five years or less for a school bus and/or for other purposes; and to act upon a request to reauthorize existing revolving funds pursuant to state law.

**MODERATOR'S DECLARATION: PASSES BY A DECLARED 2/3 VOTE**

**ARTICLE 8**

**Chapter 90**

**A MOTION was made by Judy Field, duly seconded, to**

Authorize the expenditure of \$442,016 as may be received from the Commonwealth of Massachusetts through its Department of Transportation for highway improvements under the authority M.G.L. Chapter 90, or any such applicable laws, and to authorize the Board of Selectmen, if necessary, to apply for, accept and borrow in anticipation of state aid for such projects.

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 9**

**FY 2017 Whittier Regional High School Budget**

**A MOTION was made by Sarah Player, duly seconded, to**

To raise and appropriate from other available funds the sum of \$456,690 to cover the Town's share of the ensuing year's annual operating and debt service expenses of the Whittier Regional Vocational Technical High School.

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 10**

**FY 2017 Essex County Technical Institute Budget**

**A MOTION was made by Sarah Player, duly seconded, to**

Raise and appropriate from available funds the sum of \$430,000 to cover the Town's share of the ensuing year's annual operating and debt service expenses of the Essex County Technical Institute.

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 11**

**Annual Capital Plan**

**A MOTION was made by Edward Rauscher, duly seconded, to**

Transfer the sum of \$892,801 from Free Cash, \$61,079 from the Capital Stabilization Fund and \$87,000 from the Waterways Improvement Fund to fund the capital budget:

**IT:**

Computer Equipment	\$ 13,000
--------------------	-----------

**Facilities:**

Payne Building – Carpet Replacement	\$ 15,000
Winthrop – Paging, clock & bell system	\$ 17,000

Doyon – Paging, clock & bell system	\$ 17,000
Middle/High Schools –	
Replace Chiller	\$ 150,000
Replace Carpet Phase 2 of 2	\$ 40,000

Town Hall –	
Replace carpet – last phase	\$ 36,000
Library Exterior Stairs	\$ 20,000
Police Station – Replace Carpet	\$ 15,000
Central Fire Station – Generator	\$ 48,000
Public Works Garage-	
Install wash bay	\$ 105,000
Replace Overhead Doors Phase 1 of 2	\$ 24,000

Equipment:

DPW – Loader Year 3 of 5	\$ 34,605
DPW – Dump Truck with Plow Year 3 of 5	\$ 36,567
DPW – Dump Truck Year 2 of 5	\$ 35,108
DPW - Dump Truck Year 1 of 5	\$ 29,500
Fire – Replace Inspection Vehicle	\$ 50,000
Fire – Set aside for pumper replacement	\$ 99,000
Fire – Set aside for SCBA replacement	\$ 30,000
Police- Replace Firearms	\$ 20,000
Replace Radio Antennae	\$ 15,000
Security Camera System	\$ 15,000
Replace Animal Control Vehicle	\$ 25,000

Economic Development:

Wayfinding Signs Year 2 of 3	\$ 29,100
------------------------------	-----------

Waterways Fund:

Replace Pump-out Boat	\$ 25,000
Replace Work Boat Engine	\$ 15,000
Purchase 2 Fire Pumps for Public Safety Boats	\$ 12,000
Replace Pick-up Truck	\$ 35,000

Transfer from Free Cash the sum of \$35,000 to paint classrooms in the High School (phase 2 of 2),

**MODERATOR’S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 12 Citizens Petition: Restrictions on plastic bags and expanded polystyrene containers**

**A MOTION was made by Lori LaFrance, duly seconded, to**

Amend the General By-laws of the Town of Ipswich by adding a new chapter, entitled “Chapter XXIII. RESTRICTIONS ON PLASTIC BAGS AND EXPANDED POLYSTYRENE

CONTAINERS,” said chapter to read as follows; and, subject to the approval of Article 22 of this Town Meeting, to authorize the Town Clerk, with the approval of the Town Manager, to change the numbering and placement of this Bylaw to conform to the format and organization of the General Bylaws reflected in the document entitled “Final Draft of the Code of the Town of Ipswich” dated February, 2016 on file in the Town Clerk’s office.

## **SECTION 1: PLASTIC BAG RESTRICTION**

(a) Purpose and Intent. The production and use of thin-film single-use plastic bags significantly impacts the marine and land environments of coastal communities. Their negative effects include but are not limited to the following: contributing to the death of marine animals through ingestion or entanglement; contributing to pollution of the land and sea; burdening our solid waste collection and recycling facility; clogging our storm drainage systems; and requiring the use of millions of barrels of crude oil for their manufacture. The purpose of this Section is to eliminate the usage of thin-film single-use plastic bags by all retail establishments in the Town of Ipswich.

(b) Definitions. For purposes of this Section the following definitions shall apply:

1. “Thin-film single-use bags” shall mean bags with integral handles and a thickness of 3.0 mils or fewer that are intended to transport products purchased in a retail establishment.
2. “Biodegradable bag” shall mean a bag that:
  - a. Contains no polymers derived from fossil fuels; and
  - b. Is intended for single-use and will decompose in a natural setting at a rate comparable to other biodegradable materials such as paper, leaves, and food waste.
3. “Reusable bag” shall mean a bag that is specifically designed for multiple uses and is made of thick plastic, cloth, fabric or other durable materials.
4. “Retail establishment” shall mean any business facility that sells goods directly to consumers including, but not limited to, grocery stores, pharmacies, liquor stores, “mini marts,” or retail stores and vendors selling clothing, food, household or personal items.

(c) Use Regulations.

1. Thin-film single-use bags shall not be distributed or sold from any retail establishment within the Town of Ipswich.
2. Customers are encouraged to take their own reusable or biodegradable shopping bags to stores. Retail establishments may provide reusable or biodegradable, thick-plastic, paper, fabric, or other types of bags at no charge, or impose a fee for paper or other bags, as they so desire. Retail establishments are strongly encouraged to make reusable bags available for sale to customers at a reasonable price.
3. Thin-plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items or similar merchandise, typically without handles, are exempt from the provisions of this Section.

(d) Education and Training

1. The Town shall send written notice detailing the restrictions imposed by this regulation to those retail establishments likely to be subject to this Section on or before December 31, 2016.

(e) Administration and Enforcement.

1. This Section shall be enforced by municipal designee of the Town Manager.
2. This Section may be enforced through any lawful means, including but not limited to non-criminal disposition pursuant to G.L. c. 40, § 21D. In the event of such disposition, and subject to the safeguards of § 21D, any retail establishment that violates any provision of this Section shall be subject to the following penalties:

- a. Upon the first violation, the Town Manager's designee shall provide the violator with written notice of such violation and issue a written warning that any subsequent violations shall result in the imposition of a fine. The violator will then be entitled to 30 days after receipt of such notice to cure the violation before imposition of the fine.
- b. After the 30-day period, if the violation has not been cured, the following fines shall apply:
  - i. A fine of \$50 for the first violation following receipt of the written notice referred to in sub-section 2. a above; and
  - ii. A fine of \$100 for any further violation.
- c. Each day that a retail establishment continues to distribute thin-film single-use bags shall constitute a separate violation of this Section.
- d. Fines are cumulative and each day or portion thereof shall constitute a separate offense. If more than one violation occurs, each condition violated shall constitute a separate offense.
- e. Whoever violates any provision of this Section shall be penalized by a complaint brought by the Town in accordance with G.L. c. 40, § 21D.
- (f) Severability and effective date.
  1. If any provision of this Section is determined to be invalid for any reason, such determination shall not affect the remaining provisions of this Section.
  2. This Section shall take effect one year after its approval by the Attorney General, subject to the posting and publishing requirements of G.L. c. 40, § 32, in order to allow retail establishments to comply with these restrictions.

## **SECTION 2. EXPANDED POLYSTYRENE CONTAINER PROHIBITION**

- (a) Purpose and Intent. Expanded polystyrene food containers form a significant portion of the solid waste going into our landfills. Local landfills are running out of room; our future solid waste may need to be transported hundreds of miles to a landfill at a considerable cost. Expanded polystyrene containers are not biodegradable; once buried in a landfill they will remain there for centuries. Polystyrene contains dangerous substances which when heated release toxic chemicals that may be carcinogenic. Eliminating expanded polystyrene food and beverage containers is in the best interest of the health and welfare of the inhabitants of the Town of Ipswich.
- (b) Definitions. For purposes of this Section the following definitions shall apply:
  1. "Disposable food service container" shall mean single-use disposable containers for serving or transporting prepared, ready-to-eat food or beverages, including but not limited to, take-out foods or leftovers from partially-consumed meals prepared by a food establishment. This includes, but is not limited to, plates, cups, bowls, trays, hinged or lidded containers, but does not include single-use disposable packaging for unprepared foods.
  2. "Food establishment" shall mean any operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. Any establishment requiring a permit to operate in accordance with the Ipswich Board of Health shall be considered a food establishment.
  3. "Prepared food" shall mean any food or beverage prepared for consumption on the food establishment's premises, using any cooking or food preparation technique. This does not include raw uncooked meat, fish or eggs unless provided for consumption without further food preparation.
  4. "Expanded polystyrene" shall mean blown polystyrene (polystyrene which has been expanded or blown into a solid foam using a gaseous blowing agent) and expanded or extruded forms, which are thermoplastic petrochemical materials using a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead

polystyrene), injection molding, form molding, and extrusion-blown molding (extruded from polystyrene), sometimes called Styrofoam, a trademarked form of polystyrene foam.

5. "Restaurant" shall mean any establishment which serves food for consumption, whether on or off premises.

6. "Retail food establishment" shall mean any establishment which sells food for consumption off premises, including but not limited to grocery stores, theaters, and all other food service establishments not included in the definition of a "restaurant" above.

7. "Expanded Polystyrene" (EPS) shall mean any polystyrene that has been expanded or "blown" using a gaseous blowing agent into a solid foam.

8. "Polystyrene" shall mean any expanded polystyrene which is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded from polystyrene). The term "polystyrene" also includes clear or solid polystyrene which is known as "oriented polystyrene."

(c) Use Regulations.

1. Expanded polystyrene food or beverage disposable food service containers shall not be used to package or serve food or beverages by restaurants or retail food establishments within the Town of Ipswich. This Section shall not apply to the packaging of uncooked meat, poultry, or fish.

(d) Education and Training.

1. The Town shall send written notice detailing the restrictions imposed by this regulation to those retail establishments likely to be subject to this Section on or before December 31, 2016.

(e) Administration and Enforcement.

1. This Section shall be enforced by municipal designee of the Town Manager.

2. This Section may be enforced through any lawful means, including but not limited to non-criminal disposition pursuant to G.L. c. 40, § 21D. In the event of such disposition, and subject to the safeguards of § 21D, any retail establishment that violates any provision of this Section shall be subject to the following penalties:

a. Upon the first violation, the designee of the Ipswich Town Manager shall provide the violator with written notice of such violation and issue a warning that any subsequent violations shall result in the imposition of a monetary penalty. The violator will then be entitled to 30 days after receipt of such notice to cure the violation before receiving a penalty.

b. After the 30-day period, if the violation has not been cured, the following penalties shall apply:

i. A fine of \$50 for the first violations following the issuance of a written notice referred to in subsection 2. a above; and

ii. A fine of \$100 for any further violation.

c. Each day that a retail establishment continues to distribute Expanded Polystyrene food or beverage disposable food service containers shall constitute an individual violation of this Section.

3. Fines are cumulative and each day or portion thereof shall constitute a separate offense. If more than one offense occurs, each condition violated shall constitute a separate offense.

4. Whoever violates any provision of this Section may be penalized by a complaint brought by the Town of Ipswich in the District Court Department of the Trial Court of the Commonwealth.

(f) Severability and effective date.

1. If any provision of this Section is determined to be invalid for any reason, such determination shall not affect the remaining provisions of this Section.
2. This Section shall take effect one year after its approval by the Attorney General, subject to the posting and publishing requirements of G.L. c. 40, § 32, in order to allow retail establishments to comply with these restrictions.

**MODERATOR'S DECLARATION: SECTION 1 - PASSES UNANIMOUSLY**

## ARTICLE 13 Creation of an Artificial Turf Field Stabilization Fund

Establish an Artificial Turf Stabilization Fund pursuant to Chapter 40, Section 5B of the Massachusetts General Laws for the purpose of funding repairs and refurbishment of the School Department Artificial Turf Field.

## **ARTICLE 14                      Obstruction of Sidewalks by Brush, Debris, Landscaping**

Amend Chapter XII Section 5. Obstruction of Streets or Sidewalks by adding the following language after the word “thereof”:

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**A MOTION was made by KelleyJane Kloub, duly seconded, to**

The Annual Town Meeting of the Town shall be held on the second Tuesday of the month of May and at a time as specified by the Board of Selectmen in the warrant; and all business, except the election of such officers and the determination of such matters as by law or by this chapter are required to be elected or determined by ballot, shall be considered at that meeting or at an adjournment thereof to another day.

with:

“The Annual Town Meeting of the Town shall be held on the *second Saturday* of the month of May and at a time as specified by the Board of Selectmen in the warrant; and all business, except the election of such officers and the determination of such matters as by law or by this chapter are required to be elected or determined by ballot, shall be considered at that meeting or at an adjournment thereof to another day.

#### **MODERATOR’S DECLARATION: MOTION FAILS**

#### **ARTICLE 16 Citizens’ Petition: Change the Special Town Meeting to Saturdays**

**A MOTION was made by Kelley Jane Kloub, duly seconded, to**

Amend the General By-Laws of the Town of Ipswich, Chapter II, Section 1 (a). “Special Town Meeting” to replace:

Section 2. Special Town Meetings (a) The balloting on all appropriations arising at a Special Town Meeting, the adoption of which is required by the provisions of Section 6 of this chapter to be by printed ballot, shall be conducted in accordance with the provisions of Section 6 not less than eight (8) nor more than fifteen (15) days after the said meeting, and the said meeting shall adjourn to such date as is determined for the purpose of balloting. The hours during which the polls shall be kept open for such balloting may be designated by the meeting. (1937: c. III, s. 3, amended by vote of Town Meeting March 6, 1972; approved by the Attorney General May 15, 1972) (Amended by vote of Town Meeting on April 1, 1991, approved by the Attorney General July 16, 1991; Amended by vote of Special Town Meeting on October 19 1998, approved by the Attorney General February 17, 1999)

With:

Section 2. Special Town Meetings (a) The balloting on all appropriations arising at a Special Town Meeting, the adoption of which is required by the provisions of Section 6 of this chapter to be by printed ballot, shall be conducted in accordance with the provisions of Section 6 not less than eight (8) nor more than fifteen (15) days after the said meeting, and the said meeting ***shall be held on a Saturday*** and adjourn to such date as is determined for the purpose of balloting. The hours during which the polls shall be kept open for such balloting may be designated by the meeting (1937: c. III, s. 3, amended by vote of Town Meeting March 6, 1972; approved by the Attorney General May 15, 1972) (Amended by vote of Town Meeting on April 1, 1991, approved by the Attorney General July 16, 1991; Amended by vote of Special Town Meeting on October 19 1998, approved by the Attorney General February 17, 1999.)

#### **MODERATOR’S DECLARATION: MOTION FAILS**

#### **ARTICLE 17 Enterprise Fund GL 44 s. 53F1/2 for Solid Waste and Recycling**

**A MOTION was made by Judy Field, duly seconded, to**



Accept the provisions of Chapter 44, section 53F1/2 of the Massachusetts General Laws establishing solid waste and recycling as an enterprise fund effective July 1, 2017 or take any action relative thereto.

**MODERATOR'S DECLARATION: PASSED (251 YES – 154 NO)**

**ARTICLE 18** **Transfer from Free Cash to the Waterways Improvement Fund**

**A MOTION was made by Nishan Mootafian, duly seconded, to**

Transfer \$15,555.00 from the Free Cash account into the Waterways Improvement Fund.

**MODERATOR'S DECLARATION: PASSES UNANIMOUSLY**

**ARTICLE 19** **OPEB**

**A MOTION was made by William Craft, duly seconded, to**

Transfer the sum of \$150,000 from Free Cash to the special Other Post-Employment Benefits account (OPEB) as established under M.G.L., Chapter 32B, Section 20.

**A MOTION to AMEND was made by Jamie Fay, duly seconded, to**

**Amend the main motion under Article 19 by \$100,000 for a total of \$250,000 to fund the OPEB account.**

**MODERATOR'S DECLARATION ON MOTION TO AMEND: CARRIED BY A MAJORITY**

**MODERATOR'S DECLARATION ON AMENDED MOTION: CARRIED BY A MAJORITY**

**ARTICLE 20** **Citizens Petition: Discharge of Firearms**

**A MOTION was made by Susan K. Boreri, duly seconded, to**

Refer all action under Article 20 of this town meeting to an ad hoc committee (the "Article 20 Committee") for the sole purpose of studying, with advice from Town Counsel, regulating firearm use in the Town of Ipswich and what, if any, action should be taken to insure the safe and responsible use of firearms.

The Article 20 Committee shall be comprised of the following five voting members and two alternate members: the Director of Public Safety of the Town of Ipswich, one member of the Board of Selectmen of their choosing, one member of the Finance Committee of their choosing, two voting members and two alternate members from the citizenry with knowledge of and experience in the issues set forth Article 20, all four of who are to be appointed by the Town Moderator.

Furthermore, I move that the Article 20 Committee report its findings to the Board of Selectmen and that the Finance Committee publish a summary of those findings in its report to the next town meeting and, finally, that the Article 20 Committee then dissolve unless revived by another town meeting.

**A MOTION was made to move the question and duly seconded.**

**MODERATOR'S DECLARATION: MOTION TO MOVE QUESTION CARRIES**

**MODERATOR'S DECLARATION ON MAIN MOTION: MOTION CARRIES**

**ARTICLE 21 Citizens' Petition: Climate Crisis and the Viability of Essex County Retirement System**

**A MOTION was made by Carolyn Britt, duly seconded, to**

Approve the following resolution:

WHEREAS the scientific community, including the National Aeronautics and Space Administration, the National Academy of Sciences, the Environmental Protection Agency, the National Oceanic and Atmospheric Administration, and the World Meteorological Organization, has concluded that global warming, caused primarily by the burning of fossil fuels, is a serious threat to current and future generations. The effects of climate change are already causing a rise in sea levels and producing extreme weather events leading to extensive flooding, heat waves, severe drought, and major hurricanes. These and other effects are negatively impacting agriculture, water and food supplies, road and urban infrastructure, and our health, and will become more severe in the future;

WHEREAS Ipswich, a low-lying coastal community, is significantly vulnerable to sea level rise and storms made more severe by climate change, and sea level rise and warming is already increasing expenditures to the Town to undertake projects to build up coastal infrastructure, such as Jeffrey's Neck Road, and is damaging the ability of clams to survive (<http://phys.org/news/2011-08-nations-vulnerabilities-mollusk-harvests-ocean.html#nRlv>);

WHEREAS the town-appointed Ipswich Commission on Energy Use and Climate Protection produced a Climate Action Plan in 2011 and the Ipswich Board of Selectmen voted to support the Climate Action Plan by a unanimous vote on May 2, 2011, but methodical Town-wide implementation of the Plan has yet to begin;

WHEREAS all Town citizens are responsible for the future of our children and to future residents, and should be responsible stewards of our environment by minimizing and eliminating our dependence on fossil fuels;

2. Further that the Town review the recommendations of the Climate Action Plan approved by the Board of Selectman on May 2, 2011; and

3. That the meeting appoint the *Ad Hoc* Climate Change Committee called for in said article with the following seven members, viz:

- a. one member of the Board of Selectmen,
- b. one member of the Finance Committee,
- c. one member of the Planning Board, and
- d. four members of the general public with knowledge of and experience in the issues set forth in said article, each of those four to be appointed by the Town Moderator; and that that Committee study the issues set forth in the resolution and prepare and deliver a report, a summary of which is to be included in the Finance Committee's report to the 2017 Annual Town Meeting; and

4. Finally that that Climate Change Committee dissolve upon issuing its report to the Finance Committee unless and only if revived by another Town Meeting.

#### **MODERATOR'S DECLARATION: CARRIES BY A MAJORITY**

#### **ARTICLE 22**

#### **Codification of Bylaws**

**A MOTION was made by Judy Field, duly seconded, to**

Amend the General Bylaws of the Town by re-ordering the existing articles and sections of the General Bylaws in accordance with the "Conversion Table for the Proposed Reorganization of the General Bylaws of the Town of Ipswich, Massachusetts" appended to this Warrant, and by making the following revisions, all as included and reflected in the document entitled "Final Draft of the Code of the Town of Ipswich" dated February, 2016 on file in the Town Clerk's office ("the Draft Code"):

- A. Adopting the uniform numbering system for the subsections of the General Bylaws (e.g., the first section of Chapter 35 becomes "§ 35-1");
- B. Amending the internal cross-references to conform to the new organization and numbering format reflected in the Draft Code;
- C. Standardizing all statutory citations to the General Laws of Massachusetts in the General Bylaws to conform to the format "MGL c. \_\_, § \_\_;"
- D. Standardizing all references to "town," where referring to the Town of Ipswich, to "Town;" and
- E. Standardizing all references to "By-law" or "by-law" to "Bylaw;"

And amend the General Bylaws by inserting the following new § 5-4:

§ 5-4: Headings and Numbering; Authority for Town Clerk to Assign Alphanumeric References and Correct Internal Cross-References.

The headings and section numbers that appear in this Bylaw are for convenience only and shall not be interpreted to limit or otherwise affect the provisions of article or section to which they refer. With the approval of the Town Manager, the Town Clerk may assign appropriate alphanumeric references to chapters, articles, sections, subsections, paragraphs, and subparagraphs of the General Bylaws, and may correct internal cross-references, and, in each case, the assignment of such

references or the making of such corrections shall be identified by a footnote or functionally similar editorial convention.

## **MODERATOR'S DECLARATION: CARRIES BY A MAJORITY**

### **ARTICLE 23**

### **Amend Animal Control Bylaws**

**A MOTION was made by Nishan Mootafian, duly seconded, to**

Amend the "Dog Fouling", the "Calls to Confine and Impounding", and the "Penalties and Enforcement" subsection of the Animal Control regulations of the Miscellaneous Provisions for Public Order and Safety chapter of the General Bylaws of the Town of Ipswich as set forth as follows

Chapter XV: Miscellaneous Provisions for Public Order and Safety

Section 5. Animal Control by deleting language (~~strikeout~~) and replacing with language (**bold**) in the following subsections, to be read as follows:

#### (c) Dog Fouling.

5. Penalties for Violation. ~~An Initial violation of this subsection (c) shall be punished by a written warning, the calendar year notwithstanding. After issuance of said warning, subsequent violations shall be punished by a fine ten (\$10.00) dollars for the first such offense in any calendar year a fine of twenty five (\$25.00) dollars for a second such offense in any calendar year; and a fine of fifty (\$50.00) dollars for any third or subsequent such offense in any calendar year.~~ **Violations shall be punished by a fine of ten (\$10.00) dollars for the first such offense in any calendar year; a fine of twenty-five (\$25.00) dollars for the second such offense in any calendar year; and a fine of fifty (\$50.00) dollars for any third or subsequent offense in any calendar year.**

#### (e) Calls to Confine and Impounding.

1. ~~Upon a second and any subsequent call to domesticated animals (except dogs), the Animal Control Officer, or any other officer authorized to enforce this By-law, shall assess charges of \$50.00 per such call.~~ **Upon calls to domesticated animals (except dogs), the Animal Control Officer, or any other officer authorized to enforce this by-law shall assess a charge of (\$50.00) fifty dollars per call.**
2. ~~A person who owns or keeps a dog within the territorial limits of the Town of Ipswich, whose dog was picked up and impounded at the Town Dog Pound,~~

~~shall be charged a pick-up fees of \$10.00, in addition to boarding fees charged in accordance with the General Laws.~~ **A person who owns or keeps a dog within the territorial limits of the Town of Ipswich, whose dog was picked up and impounded at the Town Animal Shelter between the hours of 8 am – 4 pm, will be charged a pick up fee of (\$10.00) ten dollars. A person who owns or keeps a dog within the territorial limits of the Town of Ipswich, whose dog was picked up and impounded at the Town Animal Shelter between the hours of 4 pm – 8 am, shall be charged a pick-up fee of (\$50.00) fifty dollars. If a dog remains impounded beyond 24 hours, a daily impound fee of (\$40.00) forty dollars will be assessed for each additional 24 hour period, or parts thereof.**

(h) Penalties and Enforcement.

Except as otherwise provided in this Section, any violation of this Section shall be subject to the following fines:

First offense	\$10.00 fine;
Second offense	\$25.00 fine;
<del>Third offense</del>	<del>\$30.00 fine; and</del>
<del>Fourth and any subsequent offense</del>	<del>\$50.00 fine</del>
<b>Third offense</b>	<b>\$50.00 fine</b>

The Animal Control Officer and any deputy, and any Ipswich Police Officer shall have the authority to enforce the provisions of this Section;

and, subject to the approval of Article 22 of this Town Meeting, to authorize the Town Clerk, with the approval of the Town Manager, to recodify the amended Bylaw to conform to the format and organization of the General Bylaws reflected in the document entitled “Final Draft of the Code of the Town of Ipswich” dated February, 2016 on file in the Town Clerk’s office:

**MODERATOR’S DECLARATION: CARRIES**

**ARTICLE 24                      Infrastructure Improvements to Brown Square/Soffron Lane**

**A MOTION was made by William Craft, duly seconded, to**

Transfer, from free cash to the Department of Public Works, the sum of \$83,550, to undertake certain infrastructure improvements at Soffron Lane, Brewery Place, and Brown Square, including the installation of a sidewalk and street reclamation and repaving within the right-of-way of the northeasterly leg of Brown Square, and the installation of a top course of pavement within the right-of-way of Brewery Place and Soffron Lane.

**MODERATOR’S DECLARATION: CARRIES BY A SIMPLE MAJORITY**

**A MOTION was made by Richard Kallman, duly seconded, to**

Authorize the Board of Selectmen to grant an access easement, in accordance with the access easement plan by Donohoe Survey, Inc. dated March 11, 2016, to the owner of 12 Hillside Road over Town owned property between said property and Cape View Road, on such terms and conditions as the Board deems to be in the best interests of the Town.

**MODERATOR'S DECLARATION: CARRIES BY A DECLARED 2/3 VOTE**

**ARTICLE 26 Citizens' Petition:**

**Electronic Voting System**

**A MOTION was made by Philip J. Goguen, duly seconded, to**

Direct the Board of Selectmen and the Town Moderator to accept from Options Technologies Interactive their offer of a no cost turnkey demonstration of electronic voting system, such demonstration to be in conjunction with the next special town meeting.

**A MOTION was made to move the question and the Moderator declared it passed by a 2/3 vote.**

**A MOTION was made by William Craft, duly seconded, to finish the article after 11:00 PM if needed.**

**MODERATOR'S DECLARATION ON MAIN MOTION: FAILED**

(Appendix (referenced in Article 22))  
**Conversion Table for the  
Proposed Reorganization of the  
General Bylaws of the Town of Ipswich, Massachusetts**

<b>NEW CHAPTER/ SECTION #</b>	<b>HEADING (<i>retains existing heading except where noted</i>)</b>	<b>OLD CHAPTER/ SECTION #</b>
<b>PART I:</b>	<b>GENERAL BYLAWS -- ADMINISTRATIVE</b>	
<b>5.</b>	<b>Town Bylaws</b>	Chapter I, Sections 1-3
<b>15.</b>	<b>General Administrative Provisions</b>	<b><i>new heading</i></b>
Article I	Call Fire Department or Special Police Force	Chapter XI, Section 14
Article II	Conformance with Community Development Plan	Chapter XI, Section 11
Article III	Conveyances of Land	Chapter XI, Section 2
Article IV	Hours of Town Offices	Chapter XI, Section 4
Article V	House Numbers	Chapter XI, Section 9

Article VI	Names of Streets	Chapter XI, Section 6
Article VII	Office Space	Chapter XI, Section 5
Article VIII	Rubbish, Brush, Trash Collection	Chapter XI, Section 10, ¶ 1
Article IX	Rules and Regulations	Chapter IV, Section 6
Article X	Sale of Personal Property	Chapter XI, Section 3
Article XI	Suits by or Against Town	Chapter XI, Section 1
Article XII	Streets, Acceptance of	Chapter XI, Section 7
Article XIII	Streets, Notice of Work On	Chapter XI, Section 8
Article XIV	Town Meeting Approval of Purchase of Electric Generating Plants	Chapter XV, Section 11
Article XV	Town Meeting Approval of Sewer Extensions	Chapter XV, Section 16
<b>25.</b>	<b>Town Meetings</b>	<i>New heading</i>
Article I	Bond Appropriations	Chapter II, Section 6
Article II	Organization	Chapter II, Sections 1-5
Article III	Procedures	Chapter III
<b>35.</b>	<b>Town Officers, Boards, Committees and Commissions</b>	<i>New heading</i>
Article I	General Provisions	Chapter IV, Sections 1-5
Article II	Affordable Housing Trust	Chapter X, Sections 1
Article III	Council on Aging	Chapter IX, Section 12
Article IV	Finance Committee	Chapter V
Article V	Town Accountant	Chapter VII
Article VI	Town Clerk	Chapter VIII
Article VII	Town Counsel	Chapter IX
Article VIII	Treasurer and Collector	Chapter VI
Article IX	Trust Fund Commissioners	Chapter X, Section 2
<b>PART II:</b>	<b>GENERAL BYLAWS – REGULATORY</b>	<i>New heading</i>
105.	Advertising on Property of Others	Chapter XV, Section 6
109.	Animals	New heading
Article I	Backyard Chickens	Chapter XXI
Article II	Dogs	Chapter XV, Section 5
113.	Architectural Preservation District	Chapter XII
118.	Boats and Waterways	New heading
Article I	Operation of Motorboats	Chapter XV, Section 4
Article II	Taking of Seaweed	Chapter XV, Section 8
122.	Buildings, Numbering of	Chapter XV, Section 14
127.	Criminal Record Background Checks	Chapter XV, Section 18

134.	Dealers in Second-and Articles	Chapter XIV, Section 2
138.	Demolition Review	Chapter XVI
142.	Disorderly Behavior	Chapter XV, Section 1
149.	Firearms, Discharge of	Chapter XV, Section 2
153.	Fortunetelling	Chapter XIV, Section 4
170.	Peeping Toms	Chapter XV, Section 3
175.	Right to Farm	Chapter XIX
180.	Rubbish and Trash Collection	New Heading
Article I	Recycling	Chapter XI, Section 10, ¶ 2
Article II	Rubbish, Disposal of	Chapter XV, Section 7
185.	Scenic Roads	Chapter XII, Section 10
189.	Solicitors and Canvassers	Chapter XIV, Section 3
193.	Stormwater Management	Chapter XX
197.	Streets and Sidewalks	New heading
Article I	Driving of Vehicles	Chapter XII, Section 1
Article II	Turning of Vehicles	Chapter XII, Section 2
Article III	Stopping or Standing Vehicles	Chapter XII, Section 3
Article IV	Signs and Signals	Chapter XII, Section 4
Article V	Obstruction of Streets or Sidewalks	Chapter XII, Section 5
Article VI	Sport and Games	Chapter XII, Section 6
Article VII	Water and Snow from Roofs	Chapter XII, Section 7
Article VIII	Commercial Activities	Chapter XII, Section 8
Article IX	Rules and Regulations	Chapter XII, Section 9
Article X	Maintenance and Repair of Private Ways	Chapter XV, Section 17
Article XI	Blocking of Streets	Chapter XII, Section 11
201.	Town Property, Use of	Chapter XIII
212.	Vehicles for Hire	Chapter XIV, Section 1
220.	Water and Sewer	New heading
Article I	Sewer Tie-Ins	Chapter XV, Section 9
Article II	Public Water	Chapter XV, Section 10
Article III	Mandatory Metering of Non- Seasonal Water	Chapter XV, Section 12
Article IV	Transfer of Real Estate, Inspection of Sewer System	Chapter XV, Section 15
224.	Wetlands Protection	Chapter XVIII
PART III:	FINES, PENALTIES AND FEES	New heading
300.	Penalties	Chapter I, Section 4
305.	Establishment of Fees	Chapter IV, Section 7
310.	Due Date for Payment of Municipal Charges and Bills and Rate of Interest for Unpaid Charges	Chapter IV, Section 8



315.	Licenses – Revocation or Suspension for Non-Payment of Taxes or Assessments	Chapter XI, Section 13
320.	Mooring Fees and Town Wharf Launching Fees	Chapter XV, Section 13
325.	Noncriminal Disposition of Certain Violations	Chapter XVII
Article I	Authority	Chapter XVII, Section 1
Article II	Enforcement	Chapter XVII, Section 2
Article III	Penalties	Chapter XVII, Section 3
Article IV	Applicable By-Laws, Rules or Regulations	Chapter XVII, Section 4

**A MOTION to adjourn was made at 11:00 PM**

**Respectfully Submitted,**

**Pamela Z. Carakatsane, CMMC/CMC  
Town Clerk**

**TOWN OF IPSWICH  
SPECIAL TOWN MEETING  
OCTOBER 25, 2016**

Pursuant to the foregoing Warrant, the legal voters of the Town of Ipswich met in the Ipswich High School/Middle School Performing Arts Center in said Town of Ipswich on, Tuesday, October 25, 2016.

A quorum being present (238-200 required), was called to order by the Moderator, Mr. Thomas R. Murphy, at 7:42 P.M. The counters for the evening were Mark Allman, Jeremy Hathaway, Craig Saline, Irene Josephson, Maggie Thomas and Pat Smith. Non registered persons were given permission to attend the meeting as spectators and were seated at the back left facing the stage. The Pledge of Allegiance was led by Talia Duff.

**Article One** **Overlay to Stabilization Fund**

**On Motion of Edward Rauscher, duly seconded, it was voted to**

Appropriate the sum of \$200,000 from the Overlay Reserve Account to the Stabilization Fund.

**MODERATOR'S DECLARATION: PASSES BY DECLARED 2/3 VOTE**

**Article Two** **Legal Settlement Appropriation to School Department**

**On Motion of Jennifer Bauman, duly seconded, it was voted to**

Transfer the sum of \$41,258 from the receipts reserved for appropriation/insurance proceeds for the school department, received in 2016 as a legal settlement to the Ipswich Public Schools, to the Education Stabilization Fund.

**MODERATOR'S DECLARATION: PASSES BY DECLARED 2/3 VOTE**

**Article Three** **Emergency Repairs to Fire Station**

**On Motion of Charles Surpitski, duly seconded, it was voted to**

Transfer the sum of \$ 65,000 from Free Cash to the FY 2017 Public Works-Facilities budget for emergency mold remediation and related repairs to the Central Fire Station.

**MODERATOR'S DECLARATION: PASSES BY MAJORITY**

**Article Four****Amend Town Budget (State Aid)**

**On Motion of Edward Rauscher, duly seconded, it was voted to**

Amend Article 6 of the May 10, 2016 Annual Town Meeting (FY2017 Municipal Budget) by raising and appropriating the additional sum of \$74,327 to the FY17 General Government – Management Transfer account.

**MODERATOR’S DECLARATION: PASSES BY DECLARED 2/3 VOTE**

**Article Five****Amend School Budget (State Aid)**

**On Motion of Carl Nysten, duly seconded, it was voted to**

Amend Article 7 of the May 10, 2016 Annual Town Meeting (FY2017 School Budget) by raising and appropriating the additional sum of \$46,582.

**MODERATOR’S DECLARATION: PASSES BY SIMPLE MAJORITY**

**Article Six****School VOIP and Communication System**

**On Motion of Carl Nysten, duly seconded, it was voted to**

Raise and appropriate the sum of \$40,000 to upgrade the phone and communication systems for the Ipswich schools, or take any action relative thereto.

**MODERATOR’S DECLARATION: PASSES BY SIMPLE MAJORITY**

**Article Seven****Education Stabilization Fund—Whittier Regional School Reduction**

**On Motion of Sarah Player, duly seconded, it was voted to**

Raise and appropriate the sum of \$35,146 and transfer this sum to the Education Stabilization Fund.

**MODERATOR’S DECLARATION: PASSES BY DECLARED 2/3 VOTE**

**Article Eight****Reduce Appropriation to Essex Tech**

**On Motion of William Craft, duly seconded, it was voted to**

Amend Article 10 of the May 10, 2016 Annual Town Meeting by reducing the budget appropriated for the 2017 annual operating and debt service expenses of the Essex North Shore

Agricultural & Technical School District from \$430,000 to \$223,65

**MODERATOR’S DECLARATION: PASSES BY A MAJORITY**

**Article Nine Other Post-Employment Benefits (OPEB)**

**On Motion of William Craft, duly seconded, it was voted to**

Raise and appropriate the sum of \$133,000 and to transfer said sum to the Other Post Employment Benefit Fund.

**MODERATOR’S DECLARATION: PASSES BY A DECLARED 2/3 VOTE**

**Article Ten Raise and Appropriate \$133,000 for the Capital Stabilization Fund**

**On Motion of Judy Field, duly seconded, it was voted to**

Raise and appropriate the sum of \$133,000 and to transfer said sum to the Capital Stabilization Fund.

**MODERATOR’S DECLARATION: PASSES BY A DECLARED 2/3 VOTE**

**Article Eleven Amend the FY17 Capital Plan**

**On Motion of Judy Field, duly seconded, it was voted to**

Amend Article Eleven of the May 10, 2016 Town meeting by transferring from free cash the additional sum of \$40,000, for replacement of the Middle School/High School Chiller, and that any remaining funds be transferred to the Capital Stabilization fund.

**MODERATOR’S DECLARATION: PASSES BY A DECLARED 2/3 VOTE**

**Article Twelve Green Crab Trapping Funding**

**On Motion of Charles Surpitski, duly seconded, it was voted to**

Transfer from free cash the sum of \$10,000 for the purpose of trapping green crabs.

**MODERATOR’S DECLARATION: PASSES BY A MAJORITY**

## Article Thirteen                      Create Stabilization Fund for Whittier Regional Voc Tech

**On Motion of Russell Bearsley, duly seconded, it was voted to**

Approve the Whittier Regional Vocational Technical District Committee's vote on February 10, 2016 to establish a Stabilization Fund, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law and further set up an operational line item to be created to transfer available monies into said Stabilization Fund, or take any other action relative thereto.

**MODERATOR'S DECLARATION: PASSES BY A DECLARED 2/3 MAJORITY**

## Article Fourteen Accept Gift of 48 Turnpike and Transfer Care/Custody to the Conservation Commission

**On Motion of Nishan Mootafian, duly seconded, it was voted to**

Indefinitely postpone to accept land located at 48 Turnpike Road, Ipswich, also identified as Map 38A Parcel 9, consisting of approximately 4.68 acres and owned by Newbury Park Realty Corporation, by donation or by deed in lieu of foreclosure, pursuant to M.G.L. Chapter 60, section 77C, for general municipal purposes; and further to authorize the Board of Selectmen to enter into any and all agreements, covenants, or other instruments necessary to effectuate this vote; or to take any action relative thereto.

**MODERATOR'S DECLARATION: PASSES BY MAJORITY**

## Article Fifteen                      Modifications to Housing-Related Zoning Provisions

**On Motion of Heidi Paek, duly seconded, it was voted to**

(~~Strikethrough~~ = language to be deleted; ***bold italics*** = language to be added)

To see if the Town will vote to amend the Protective Zoning Bylaw of the Town of Ipswich as follows:

(1) Amend Section VI., Footnotes to the Table of Dimensional & Density Regulations by:

a) Modifying footnote "11" as follows:

"11. The ***Planning Board may increase*** the number of dwelling units ~~obtained by~~ ***allowed under*** this requirement ~~may be increased by special permit of the Planning Board if the Planning Board~~ ***it*** determines that ~~the~~ ***a proposed*** multi-family dwelling ***or multi-family residential development*** ~~shall would~~ provide significant public benefit to the ~~Town~~ ***general public. For the purposes of this provision, P***public benefit shall mean ***either contributing to the preservation or creation of*** affordable housing as defined in

*Section IX.I. of this bylaw, and/or contributing to the enhancement or creation of public recreational facilities. Multi-family dwellings or developments that provide at least 20% of the additional dwelling units allowed under this footnote as affordable (as defined in Section IX.I. 3.a.i.) or which pay a \$20,000 affordable housing fee for each unit allowed under this footnote will satisfy the public benefit requirement. The Board may reduce the fee for additional units allowed under this footnote for multi-family residential developments/dwellings that are limited by the Table of Dimensional and Density Regulations to no more than nine dwelling units, but which meet the Section IX.I.3.a.ii affordability requirement by providing an affordable unit rather than an affordable housing fee. To meet the public benefit requirement related to public recreational facilities, applicants must demonstrate both a need for the improvements and a nexus between the improvements and the proposed multi-family housing. Under no circumstances shall the Planning Board waive the density and dimensional requirements to exceed 5,000 square feet plus 2,000 square feet per unit in overall density for multi-family, and 3,000 square feet plus 1,500 square feet in overall density for residential mixed residential/business-use.”*

- b) Modifying footnote 28 by deleting the language of the footnote in its entirety, and substituting in lieu thereof the following:

*“28. The minimum square footage requirement for a single-family house lot may be reduced by up to 50% by special permit from the Planning Board, subject to the requirements of Section IX.S. of this bylaw; and*

- (2) Amend Section IX. as follows:

- a) Revise “I. 3.” as shown below:

**“a. Multi-family Residential Development**

(ii) For multi-family residential developments of ~~less~~ *fewer* than ten units.... or pay a fee.... The fee shall be calculated on a pro-rata basis, and ~~shall be \$10,000 per unit for developments up to nine of fewer than ten dwelling units, the fee shall be \$10,000 per rental unit and between \$10,000 and \$25,000 per ownership unit, as described in “Planning Board Regulation: Inclusionary Housing Payment-in-Lieu- of Option” adopted on June 19, 2008, as amended.~~ The fee may be ....

~~b. Single Family Developments of Ten or More Dwellings~~

~~Applicants developing ten or more single family ...dwellings... shall comply with the following requirements: (i) Provide ten percent of the units in accordance with 3.a.i... of this Subsection I., and (ii) Obtain an Open Space Preservation Zoning special permit...~~

~~e. b. Single-Family Developments of Less than Ten Units.~~

~~Applicants developing fewer than ten (10) single-family detached or attached dwelling units in the RRA and RRB Districts and seeking to obtain the density bonus described in footnote 26 to the Table of Dimensional and Density Regulations in Section VI. of this bylaw shall comply with the following requirements:...~~

~~d.c.~~ Subdivision Approval”; and

b) Modify “P. Conversion of Accessory Building into Residential Unit” as follows:

(a) Revise “2. Applicability”, paragraph “b.” as follows.

“b. The accessory building is located on a lot ***within the IR or RRA Districts having an area of at least 10,000 square feet*** where the ~~primary~~***principal*** building is a single family or two-family residential dwelling ~~in the IR or RRA District~~”; and

(b) Revise “3. Community Benefit, paragraph “b., ii” as follows:

“ii. Applicant pays, to the Affordable Housing Trust, a fee in lieu of providing an affordable unit. ***Whether or not to accept a fee in lieu, and t*** The amount of the fee, shall be determined by the Planning Board ***during its review process. As a general rule, the fee amount shall represent a sufficient percentage of the cost of providing an affordable unit and shall be consistent with the requirements established in Section IX.I. of this bylaw. In no instance, however, shall the fee be less than \$15,000.***; and

(c) Revise “4. Standards for Reuse, paragraphs “a.i” and “c.iv.d” as follows:

“a..., i. ***The Planning Board determines that t***The building does not have historical or architectural significance ~~as determined by the Planning Board~~, and ***that*** due to the condition of the building, replacement is more economically feasible than renovation. ~~Additionally, t~~The applicant shall be required to provide plans...”; and

“c. Building envelope: Renovations to the building will be limited to the current envelope except as follows (for the purposes of this subsection, ***building*** envelope is defined as ***all the elements of the outer shell of a building that maintain a dry, heated, or cooled indoor environment.*** ~~the three-dimensional space within which a building or buildings are permitted to be built on a lot and which is defined by regulations governing building setbacks and maximum height and bulk~~):

..., iv. d) In no instance shall the ~~size~~***volume*** of the accessory building be increased by more than fifteen (15) percent (%) of its current ~~size~~***envelope***, including any appurtenances...”; and

(d) Delete “5. Special Application Process” in its entirety; and

c) Add a new subsection, “***S. Infill Single-Family House Lots***”, to read as follows:

“***S. Infill Single-Family House Lots***

***1. The purposes of this subsection are to:***

***a. Encourage the development of moderately priced detached single-family homes.***

***b. Ensure that the development of such dwellings is done in a manner that is consistent with both the character and the development pattern of their surrounding neighborhoods.***

***c. Provide funding to support ongoing Town efforts to provide housing opportunities for***

*households earning 80% of the Median Regional Household Income.*

## **2. Infill Single-Family House Lot Districts**

*To achieve the purposes described above, this subsection establishes the following Infill Single-Family House Lot Districts, all of which overlay the Intown Residence (IR) Zoning District, as shown on the official zoning map for the Town of Ipswich:*

### **Infill Single-Family House Lot District A**

*Bounded by Brownville Avenue and Blaisdell Terrace to the west, Appleton Park (including parcels on both sides of street) and Linebrook Road to the north, the B-M Rail Line, Mineral and Washington Streets to the east, and Topsfield Road to the south, this overlay district consists of the following parcels within the IR District: Assessor's Map 30D, parcels 78 through 131; Assessor's Map 41B, parcels 47 through 252, 290, 307 and 323 through 325; and Assessor's Map 41D, parcels 130 through 152.*

### **Infill Single-Family House Lot District B**

*Bounded by Kimball Street, Peatfield Street and the B-M Rail Line to the west, the Ipswich River to the north, and the IR boundary to the east and south, this overlay district consists of the following parcels within the IR District: Assessor's Map 41D, parcels 5 through 26; Assessor's Map 42A, parcels 5 through 8, 15 through 53, 105 through 111, 113 through 118, 135, 135A, 136, 139 through 146, 167, 168, 186A through 194, and 290; and Map 42C, parcels 2 through 50A, 63, 64, 76 through 92, 97 through 125B, and 130 through 147.*

### **Infill Single-Family House Lot District C**

*Bounded by County and Spring Street to the west, the IR district to the north, the Ipswich River to the east and Green Street to the south, this overlay district consists of the following parcels within the IR District: Assessor's Map 31C, parcels 1 through 22 and 120 through 133; Assessor's Map 31D, parcels 1 through 7 and 89 through 91A; and Assessor's Map 42A, parcels 57 through 98.*

*The owner of a lot within Infill Single-Family House Lot Districts A, B, or C which meets the requirements of 3., below, may seek a special permit from the Planning Board to create an infill lot. Within these overlay districts all of the requirements of the underlying zoning district(s) continue to apply, unless specifically superseded by this subsection.*

## **3. Applicability**

*To be eligible for division into two separate single-family house lots under this subsection, an existing house lot in the IR District that is located within Infill Single-Family House Lot Districts A, B, or C, or which conforms to the original subdivision layout, either as a single lot or combined with an adjoining lot or lots in that layout, must meet the following requirements:*

- a. The lot must have sufficient lot area and frontage to allow its division into two lots, each lot having a minimum of fifty feet of street frontage and 5,000 square feet of area.*



*For lots located within the Infill Single- Family House Lot Districts, the area of each subdivided lot must be at least 70% of the area of the average single family lot size within its overlay district.*

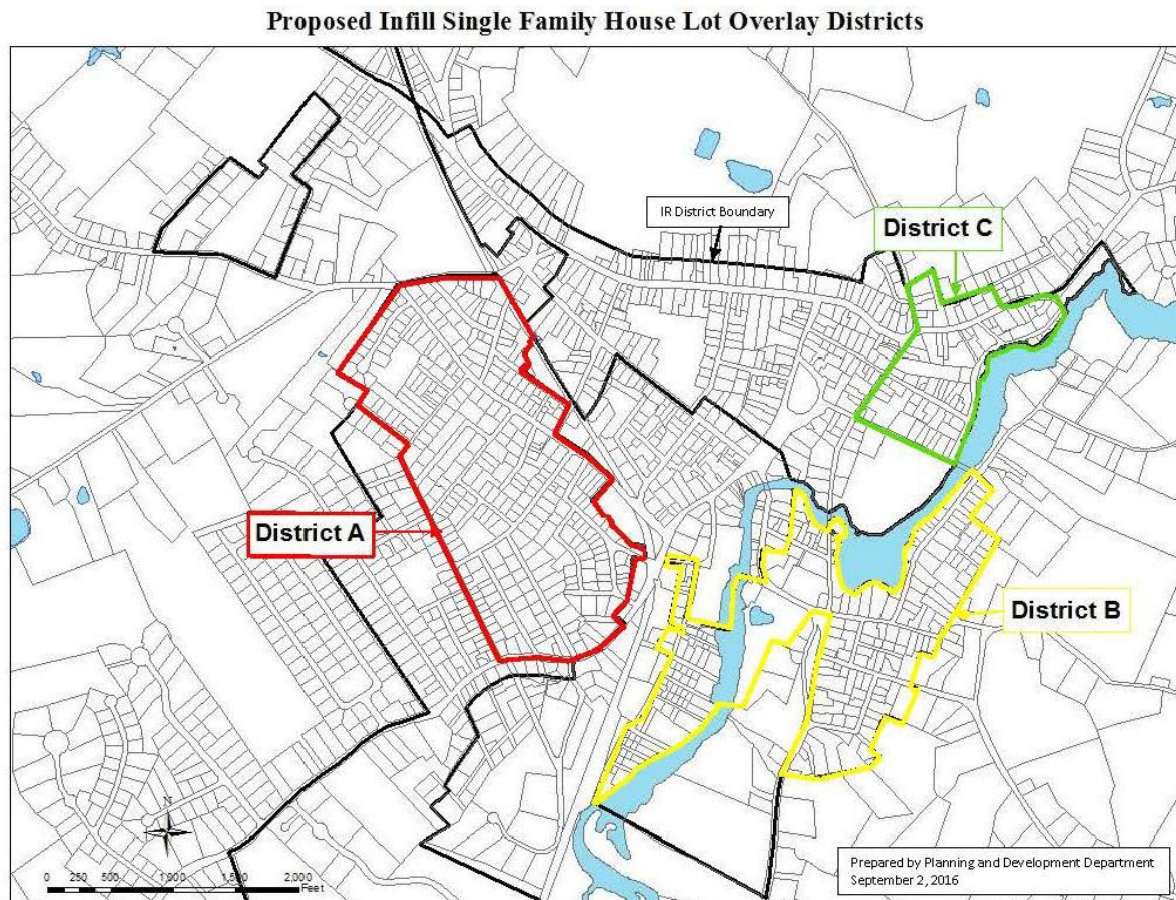
*b. The existing lot shall contain no more than one principal building, and that building shall be a single-family house which is located in a manner that allows the creation of an additional house lot that meets the requirements of this paragraph 3 and paragraph 4 below.*

*c. In no instance shall the area of the newly created lot be less than 40% of the area of the parcel to be subdivided.*

#### **4. Standards and Conditions**

*Any special permit approved by the Planning Board to create an infill single-family house lot under this subsection shall be subject to the following conditions:*

*a. The single-family house built on the newly created house lot shall not exceed 2,200 square feet of floor area, and the new lot shall be limited to one accessory building of no more than 150 square feet in area.*



*b. The minimum lot width and front yard setback requirements for the existing and proposed houses shall be fifty (50) feet and ten (10) feet, respectively, except that the non-impacted side yard setback for the existing house, if legally nonconforming, may remain at its current depth, and the front yard setback for the new house may be modified by application of Footnote 1 to the Table of Dimensional and Density Regulations.*

*c. The Applicant shall pay to the Town's Affordable Housing Trust Fund a fee of \$40,000 to support the provision of housing in Ipswich to households earning 80% or less of the Median Regional Household Income. The fee may be adjusted by the Planning Board from time to time by the issuance of guidelines or regulations, pursuant to paragraph 3.(2) in Section IX.I.*

*d. In addition to finding that the application satisfies the criteria described in Section XI.J. of this bylaw, the Planning Board must also find that the proposed single-family house, in terms of design, setting, massing, scale, materials, and setbacks, is generally consistent with the architectural character of the infill district.”; and*

(3) Amend the Official Zoning Map of the Town of Ipswich by establishing the overlay Infill Single-Family House Lot Districts A, B, and C as shown on the attached map, entitled “Infill Single Family House Lot Overlay Districts”, prepared September 2, 2016 by the Planning and Development Department;

or to make any other changes relative thereto.

**Requested By: Planning Board Selectmen Recommend:**

**MODERATOR’S DECLARATION: FAILS TO PASS BY 2/3 VOTE (106 YES, 60 NO)**

## **Article Sixteen**

## **Sign Bylaw Revisions**

On Motion of Jay Stanbury, duly seconded, it was voted to  
Delete the entirety of the language in “Section VIII. SIGNS”, and replace it with the following:

### **A. Purpose**

The purpose of this bylaw is to promote the effectiveness of signs through emphasis on appropriate design, limiting sign clutter, and integrating signs with Ipswich’s architectural and historic environment.

### **B. Definitions**

For the purposes of this Section, certain terms and words are defined as follows:

**AREA OF SIGN:** The area, including all lettering, wording, and accompanying designs and symbols, together with the background on which they are displayed, the frame around the sign, and any "cutouts" or extensions, but not including any supporting structure or bracing.

**AWNING, CANOPY:** Any device, fixed or retractable, of any material, which extends over a sidewalk, courtyard, walkway, eating area, driveway, or other area or space, whether that area or space is intended for pedestrians, vehicles or other purposes.

**BUSINESS ESTABLISHMENT:** Any non-residential use consisting of one or more buildings. In a building with more than one (1) non-residential tenant, each tenant is considered a separate business establishment.

**CLEARANCE:** A completely open and unobstructed space measured from the ground level to the lowest portion of a hanging sign.

**FLAG:** any fabric or bunting containing colors, patterns, or symbols used as a symbol of a governmental or institutional organization.

**INSTITUTIONAL USE:** Any religious, educational, philanthropic, or agricultural use.

**LINEAL BUILDING FRONTAGE:** The length in feet of a building or storefront, which abuts a street or public right-of-way at its first floor or entrance level, as shown in diagram #4; also referred to as a “façade”.

**PROJECTION:** An extension forward or out from a wall of a building.

**SIGN:** Any device, fixture, placard, or structure affixed to, supported by, or suspended by a stationary object, building or the ground that uses any color, form, graphic, illumination, symbol, or writing to communicate information the public.  
Specific sign types are further described as follows:

**ADDRESS:** A sign indicating the numeric and street location of a particular property or establishment.

**AWNING, CANOPY:** Any sign painted, sewn or attached onto an awning or canopy.

**BANNER:** Any sign constructed of fabric or flexible material. For regulatory purposes, banners are considered wall signs.

**DIRECTIONAL:** Any sign limited to directing or setting out restrictions for vehicular or pedestrian traffic relative to the use of sidewalks, driveways and parking areas. A directional sign may be freestanding, wall mounted or a pavement marker.

**DIRECTORY:** A sign which may be utilized by multiple business establishments occupying a single building with a shared public entrance.

**FLASHING:** An illuminated sign or part thereof operated to create flashing, which is a change in light intensity, color or copy or intermittent light impulses every ten seconds or less.

**FREESTANDING:** Any sign structurally separate from a building that is supported by itself, on a stand, or on legs.

**HANGING:** Any sign that is attached to, and projects from, the wall or face of a building, including an arcade or marquee sign.

**ILLUMINATED:** A sign lit by an external light source directed solely at the sign (i.e., externally illuminated, which may include a reverse lit source mounted within an opaque component of a sign so that no light passes through it) or an internal light source (i.e., internally illuminated, utilizing translucent panels, canvas or other fabric, letters, devices or other similar components to create an image by allowing light to pass through).

**INTERMITTENT:** An illuminated sign or part thereof, which changes light, color or copy between once every eleven seconds and once every thirty minutes.

**MOVING:** Any sign which moves or is designed to move, in whole or in part, by any means.

**OFF-PREMISES:** A sign that draws attention to, or communicates information about, a business, service, product, event, attraction or other enterprise or activity that exists or is conducted, manufactured, sold, offered, maintained or provided at a location other than on the premises where the sign is located.

**PENNANT, STREAMER:** Any sign made of lightweight plastic, fabric, or other material, whether or not containing any writing, suspended from a rope, wire, or string, usually in a series, designed to move in the wind.

**PLAQUE OR HISTORIC MARKER:** A sign that identifies a structure or site recognized by the Ipswich Historical Commission as being historically or architecturally significant.

**ROOF:** Any sign erected or projecting above the lowest point of the eave or the top of a parapet wall of any building, or which is painted or otherwise affixed to a roof.

**SANDWICH BOARD:** A mobile sign structurally separate from a building and supported by itself. For purposes of this Section, sandwich board signs are classified as standard informational signs.

**STANDARD INFORMATIONAL:** A freestanding sign intended for non-permanent display, such as a real estate, construction or political sign, which contains no reflecting elements, flags or projections.

**TEMPORARY SIGN:** Any sign which is intended for a limited period of display, and by design and/or use is temporary in nature and thus not permanently mounted.

**WALL:** Any sign painted on or affixed to, but which does not project from, a building wall, including those that consist of three dimensional letters applied directly to a building surface.

**WINDOW:** A sign either affixed to the surface of the glass on the windows of a building, or located in the building interior within three (3) feet of the window and visible from the outside of

the building. Window displays of actual products or merchandise for sale or rent on the business premises are not considered window signs.

### **C. Sign Standards and Requirements**

#### **1. General Requirements**

The following general requirements shall apply to all signs, except as otherwise noted:

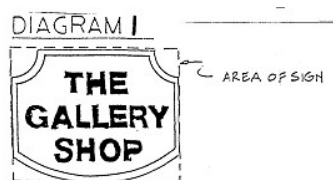
##### **a. Illumination**

Sign illumination is permitted only between the hours of 7:00 a.m. and 9:00 p.m., except that signs for non- residential uses may be illuminated during any hours the establishments are open to the public. Externally or reverse lit illuminated signs are allowed by right, while internally and/or intermittently lit signs are allowed only by special permit. Exposed sources of illumination, such as neon tubes, are not permitted, nor are signs that cause harmful glare to motorists, pedestrians or neighboring premises. All illuminated signs must be so shielded, shaded, directed or maintained at a sufficiently low level of intensity and brightness so that the illumination does not adversely affect neighboring properties or the safe and convenient use of public ways.

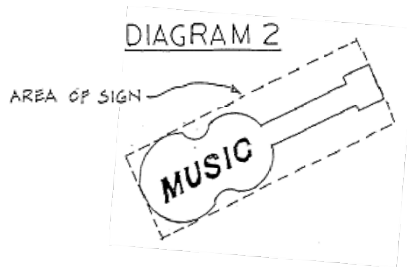
##### **b. Sign Area Measurement**

Sign area shall be calculated as follows:

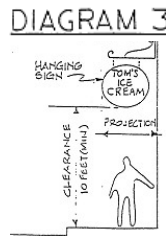
- i. For two-dimensional double-faced hanging and freestanding signs, the area shall be based on one face.
- ii. For two-dimensional signs affixed to or fabricated from a mounting background or signboard, the area shall consist of the smallest rectangular area that wholly contains the sign, as shown in diagram #1.



- iii. For two-dimensional signs consisting of individual letters or symbols affixed directly to a building wall, window, freestanding sign supports, or awning, the area shall consist of the smallest area which encompasses all of the letters and symbols, as shown in diagram #2. In the case of freestanding signs, the area is exclusive of the sign supports.



- c. Projection: Signs shall project no more than five (5) feet from a building or over more than two-thirds ( $\frac{2}{3}$ ) of the width of a sidewalk, whichever is less, as shown in diagram #3.



- d. Sign Location: Except for freestanding signs, all signs must be attached to the portion of the building that corresponds to the portion owned or leased by the sign permit applicant.
  - e. Sign Mounting Height: The highest part of wall, window and awning signs may not exceed twenty (20) feet above grade.
2. Requirements Based on Sign Type

a. Awning Signs

Awning signs shall be painted on, or attached flat against, the surface of the awning or canopy. Attaching a sign to an awning or canopy in any other manner is prohibited.

b. Freestanding Signs

Freestanding signs shall be mounted permanently on the ground, located on the same lot as the principal building, and set back at least five (5) feet from any property line. Signs shall be situated so as to not impair visibility or restrict the ability to use any public way by impeding minimum sight distance requirements established by the American Association of State Highway Transportation Officials (AASHTO) and as interpreted by the Building Inspector. Freestanding signs shall not be mounted on trees, utility poles, light fixtures, or any other structure that is not built solely to accommodate signs.

c. Hanging Signs

Signs hanging over a public way or area accessible to the public shall provide at least ten (10) feet of clearance measured from the ground surface to the bottom of the sign, as shown in diagram #3, and shall not impair visibility or restrict the ability to use any public way or area accessible to the public.

d. Wall Signs

Wall signs must be mounted parallel to the wall of a building and shall not project more than one (1) foot beyond the face of the wall to which they are attached.

**D. Sign Allowances Based on Type and District**

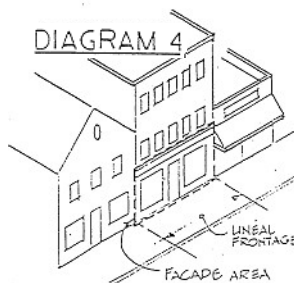
“Table A: Sign Allowances by Type and District,” “Table B: Maximum Number and Area of Signs Allowed by District,” and “Table C: Temporary Sign Allowances,” are provided on accompanying pages and are a part of this Section.

**E. Sign Allowances for Institutional Uses**

The following signs are permitted for institutional uses in any zoning district:

1. Directional signs, the appropriate number and placement of which shall be subject to Building Inspector approval, with a maximum area of four (4) square feet and a maximum height of six (6) feet;
2. One (1) freestanding sign, with a maximum area of thirty (30) square feet, a maximum height of six (6) feet above grade, a maximum letter height of fourteen (14) inches, and a minimum setback of ten (10) feet from property lines;
3. One (1) standard informational sign, with a maximum area of six (6) square feet per sign face, and a maximum height of six (6) feet above grade for post and arm type signs and three (3) feet for all other sign types. During periods beginning thirty (30) days before and ending five (5) days after any federal, state or local election, ballot initiative or referendum, the number of signs related to such events is not limited. Signs shall be removed no later than five days after the advertised event has ended; and
4. One (1) wall sign per building (except for a corner lot, for which one (1) sign shall be allowed facing each of the frontage streets), having a maximum area of twenty (20) square feet, a maximum height of twenty (20) feet, and a maximum letter height of fourteen (14) inches;

The total area of all signs allowed for an institutional use shall not exceed fifty (50) square feet or twenty percent (20%) of the total first floor building façade area, whichever is less. The first floor building façade area shall be calculated by multiplying the lineal frontage of a building/storefront by its total first floor or entrance level height, as shown in diagram #4.



## **F. Sign Permitting**

No person shall install, erect, or alter any sign other than temporary signs without first obtaining a sign permit from the Building Department. Applications for sign permits shall be filed in the Building Department and must contain sufficient information to demonstrate that proposed signs comply with this Section.

## **G. Exempt Signs**

The following are exempt from regulation under this Section:

1. Address and home occupation signs, provided that the area does not exceed two (2) square feet and the letter and number height does not exceed eight (8) inches;
2. Any public notice or warning required by applicable federal, state, or local law, regulation, or statute;
3. Flags;
4. Signs created or approved by the Ipswich Historical Commission that display information about historic properties;
5. Works of art that do not include a commercial message;
6. The standard type gasoline or electric charging station pump signs bearing the name or type of energy and the price in usual size and form, except that any the restrictions on illumination imposed by this Section shall apply; and
7. One (1) wall or window mounted sign, no greater than two (2) square feet in area, identifying information about public access to a building or premises, such as a sign showing hours of operation or security measures employed by the establishment.

## **H. Prohibited Signs**

The following types of signs are prohibited in any district:

1. Any sign not specifically allowed in the table in Subsection D, or which has not obtained the appropriate approvals required by that Subsection;
2. Flashing signs;
3. Signs within rights-of-way, except for hanging signs which project over a right-of-way but otherwise comply with this Section, signs allowed pursuant to General Bylaws, Chapter 12, Section 4, and those signs belonging to or approved by a government, public service agency, or railroad;
4. Signs which are considered obscene or depict obscene matter, as defined in M.G.L. Chapter 272, Section 31, or which advertise an activity that is illegal under federal, state or local laws;
5. Signs in violation of building codes, or containing or exhibiting broken panels, visible rust or rot, damaged support structures, or missing letters;



6. Signs identifying abandoned or discontinued businesses. Such signs shall be removed within thirty (30) days following the abandonment or discontinuance;
7. Pennants/streamers;
8. Roof signs;
9. Moving signs; and
10. Off-premises signs.

## **I. Special Permits:**

### **1. Applicability**

The following signs are allowed only by the issuance of a special permit:

- a. Signs allowed by this Section that are associated with projects requiring Site Plan Review or a Special Permit from the Planning Board;
- b. Signs allowed by this Section that exceed either the dimensional requirements for height, area, letter height, setback, projection, and illumination; or the allowed number of signs, as listed in the Tables referenced in D. above; and
- c. Internally illuminated and/or intermittent signs.

### **2. Special Permit Granting Authority**

The Planning Board shall serve as the Special Permit Granting Authority (SPGA) for signs associated with projects requiring a Planning Board Special Permit. For signs described in I.1.b and c. above that are not associated with projects requiring a Planning Board Special Permit, the Zoning Board of Appeals (“ZBA”) shall serve as the SPGA.

### **3. Signs Associated with Site Plan Review**

Signs associated with projects requiring Site Plan Review approval from the Planning Board are subject to the requirements of this Section. For signs associated with Site Plan Review applications described in I.1.b and c. above, the Planning Board will serve as the SPGA

### **4. Required Findings**

A Special Permit for a sign may be issued if the SPGA makes the following findings:

- a. Sign scale is determined to be reasonably related to building and site development, viewer distance and travel speed, and sign sizes on nearby structures;
- b. Sign size, shape, and placement serve to define or enhance architectural elements

of the building such as columns, sill lines, cornices, and roof edges, and does not unreasonably interrupt, obscure, or hide them;

- c. Sign design is in reasonable continuity with the mounting location, height, proportions and materials of other signs on the same or adjacent buildings or fixtures;
- d. Sign materials, colors, lettering style, illumination and form are reasonably compatible with building design, neighborhood context and use;
- e. Sign size, location, design and illumination do not present a safety hazard to vehicular or pedestrian traffic; and
- f. For signs which exceed the quantity and dimensional requirements, the sign complies with all provisions of this Section other than those for which relief is being sought.

## J. Nonconformance of Signs

Pursuant to Section II.A of this zoning bylaw, any sign legally erected before the adoption of this Section that does not conform to its provisions may continue to be maintained. Pursuant to Section II.B.2 of this zoning bylaw, any such sign may be subsequently enlarged, altered, replaced, changed, or relocated after the adoption of this Section by grant of a special permit from the Zoning Board of Appeals, provided that such enlargement, alteration, replacement, change or relocation does not increase an existing nonconformity or create a new nonconformity. Minor changes to a nonconforming sign, such as changing a panel on a directory sign, updating a sign without changing its size and dimension, or small repairs, are not considered an alteration and thus do not require a special permit from the Zoning Board of Appeals.

**Table A: Permanent Sign Allowances by Type and District\***

SIGN TYPE	STANDARD	ZONING			
		Residential (IR, RRA, RRB & RRC)	Central Business (CB), General Business (GB)	Planned Commercial (PC), Limited Industrial (LI)	Highway Business (HB), Industrial (I)
<b>Awning</b>	Number	N/A	One per business		
	Max. Area	N/A	One Half (1/2) square foot per linear foot of storefront or building upon which the awning is attached		
	Max. Letter	N/A	14 inches		
<b>Directional</b>	Number	N/A	Number and placement subject to Building Inspector approval		
	Max. Area	N/A	Four square feet per sign		
	Max. Height	N/A	Six feet per sign		

Directory	Number	N/A	One per shared public entrance to a building occupied by more than one business		
	Max. Area	N/A	One square foot per business establishment occupying the building or 6 square feet, whichever		
Freestanding	Number	One per main entrance to subdivision, Green Space Preservation Development,	N/A	1 per lot	
	Max. Area	12 square feet	N/A	50 square feet	40 square feet
	Max. Height	6 feet	N/A	10 feet	10 feet
	Max. Letter	14 inches	N/A	18 inches	14 inches
Hanging	Number	N/A	One per business except an additional hanging sign allowed if	N/A	
	Max. Area	N/A	Eight square	N/A	
	Max. Letter	N/A	14 inches	N/A	
Wall	Number	N/A	One per business; an additional wall sign allowed if building fronts on more than		
	Max. Area	N/A	20 square feet	30 square feet	25 square feet
	Max. Letter	N/A	14 inches	18 inches	14 inches
Window	Number	N/A	One per business		
	Max. Area	N/A	Not more than 15 % of total façade window area		

\*Sign requirements for institutional uses are established in Subsection E. of this Section.

**Table B: Maximum Number and Area of Permanent Signs Allowed by District**

STANDARD	ZONING			
	Residential (IR, RRA, RRB & RRC)	Central Business (CB) and General Business (GB)	Planned Commercial (PC) Limited Industrial	Highway Business (HB) and Industrial
Number of Signs	One freestanding sign per main entrance of any subdivision, Green Space Preservation Development, or multi-family residential	Up to two permanent signs, per Table A. One additional wall sign allowed if building has second facade	One freestanding sign per lot plus up to two permanent signs per Table A. Additional sign(s) allowed if building fronts on more than one public street per Table A	
Maximum Total Area	N/A	Total area of all allowed signs shall not exceed twenty percent (20%) of first floor building area of each allowed use. First floor building area shall be calculated by multiplying lineal frontage of a building or storefront by its total first floor or entrance level height, as shown in diagram #4		

**Table C: Temporary Sign Allowances**

SIGN	STANDARD	ZONING DISTRICT				
		Residential (IR, RRA, RRB & RRC)	Central Business (CB) and General Business (GB)	Planned Commercial (PC) Limited Industrial (LI)	Highway Business (HB) and Industrial (I)	Institutional Uses
Wall Signs	Number	N/A	One per business			
	Max Area	N/A	20 square feet			
	Duration	N/A	Maximum of three 30-day periods per calendar year			
Standard Info. Sign	Number	1 per lot, except an unlimited number is allowed during periods beginning 30 days before and ending 5 days after any local, state or federal election, ballot initiative or referendum				
	Max Area	6 square feet per sign face				
	Max Height	3 feet (6 feet for post and arm type signs)				
Window Signs	Number	N/A	N/A			
	Max. Area	N/A	Not more than 15% of the façade window area			
	Duration	N/A	Maximum of three 30-day periods per calendar year			

**MODERATOR’S DECLARATION: PASSES AS AMENDED BY JAY STANBURY BY A DECLARED 2/3 VOTE**

**Article Seventeen**

**Miscellaneous Zoning Revisions**

**On Motion of** Kathleen Milano, duly seconded it was voted to

Amend the Protective Zoning Bylaw of the Town of Ipswich as follows: (~~Strikethrough~~ = language to be deleted; ***bold italics*** = language to be added)

- (1) Amend “Section III Definitions” by modifying the definition of “Dwelling, Multi-Family” as follows:

“Dwelling, Multi-Family: A building designed as, and/or containing three (3) or more dwelling units ~~or a building containing one or more permitted non-residential uses on the ground floor, or on the ground and no floors, and also containing: (a) one or more dwelling units above the ground floor; or (b) no more than one dwelling unit on the ground floor~~”; and by adding a new definition, “***Residential Mixed Use***”, to read as follows:

“***Use, Residential Mixed: A building which contains two or more principal uses, at least one of which is residential, and at least one of which is non-residential and located on the ground floor.***”; and

- (2) Amend “Section V, Table of Use Regulations” as follows:

- a. add the use “***Residential Mixed Use***” and allow it as shown below:

TABLE OF USE REGULATIONS										
PRINCIPAL USE	DISTRICT									
Residential	RRA <sup>16</sup>	RRB <sup>16</sup>	RRC <sup>16</sup>	IR <sup>16</sup>	GB <sup>16</sup>	CB <sup>16</sup>	HB <sup>16</sup>	PC <sup>16</sup>	I <sup>16</sup>	LI <sup>16</sup>
Multi-family residential <sup>20</sup>	—	—	—	SPB <sup>18,20</sup>	SPB <sup>20</sup>	SPB <sup>20</sup>	SPB <sup>20</sup>	—	—	—
<b><i>Residential Mixed Use<sup>39</sup></i></b>	—	—	—	<b><i>SPB<sup>18,20</sup></i></b>	<b><i>SPB<sup>20</sup></i></b>	<b><i>SPB<sup>20</sup></i></b>	<b><i>SPB<sup>20</sup></i></b>	—	—	—

- b. add a new footnote to the Table, “***39.***”, to read as follows: “***39. Provided that any non-residential uses existing or proposed for the mixed-use building are permitted uses within the applicable zoning district.***”;
- c. change the allowance for “Personal & consumer service” establishments in the PC District from “P” to “SPB” and apply existing footnote “24” (which allows “Personal & consumer establishments by-right in the PC District if less than 1,000 s.f.) to retail establishments allowed in the PC District, as shown below:

TABLE OF USE  
REGULATIONS

PRINCIPAL	DISTRICT									
Residential	RRA <sup>16</sup>	RRB <sup>16</sup>	RRC <sup>16</sup>	IR <sup>16</sup>	GB <sup>16</sup>	CB <sup>16</sup>	HB <sup>16</sup>	PC <sup>16</sup>	I <sup>16</sup>	LI <sup>16</sup>
Retail establishment selling principally convenience goods ...	—	—	—	SBA <sup>6,34</sup>	P <sup>34</sup>	P <sup>34</sup>	P <sup>34</sup>	SBA <sup>14,24,34</sup>	SBA <sup>34</sup>	—
Retail establishment selling general merchandise, including ...	—	—	—	—	P	P	P	SPB <sup>24</sup>	SBA	—
Personal & consumer service establishment	—	—	—	—	P	P	P	P-SPB <sup>24</sup>	SBA <sup>24</sup>	SBA

- d. amend footnote “24” as follows: “24. Except that ~~a retail and~~ personal consumer establishments shall not require a special permit if ~~it is~~ *they occupy less than* 1,000 square feet of floor area in an existing building.”

**MODERATOR’S DECLARATION: PASSES BY A DECLARED 2/3 VOTE**

**Article Eighteen**

**Amend School Feasibility Appropriation**

**On Motion of Nishan Mootafian, duly seconded it was voted to**

Indefinitely postpone to appropriate, borrow or transfer from available funds an additional amount of money to be expended under the direction of the School Building Committee for the purpose of paying the costs of a feasibility study for the Winthrop Elementary School located at 65 Central Street in Ipswich and identified as Map 42A parcel 250 and consisting of 48,922 square feet, including the payment of all costs incidental or related thereto, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

**MODERATOR’S DECLARATION: PASSES TO INDEFINITELY POSTPONE**

**Article Nineteen**

**Add Parcels to Open Space**

**On Motion of Edward Rauscher, duly seconded it was voted to**

Indefinitely postponed to vote to add the following two parcels to the Open Space Parcels List, (as referenced in Article 18 of the Warrant for the April 3, 2000 Annual Town Meeting), on file in the

Office of the Director of Planning and Development and the Office of the Town Clerk, said changes having been placed on file in the Office of the Director of Planning and Development and in the Office of the Town Clerk by September 21, 2016:

- 1) Land now or formerly of Robert L Daniels, consisting of 24.3 +/- acres of land at 123 Essex Road in Ipswich, Massachusetts, identified on the Town of Ipswich Assessor's Map as Parcel 15D on Map 64, and more particularly described in that certain Deed recorded in the Essex County Registry of Deeds in Book 13697, Page 258;
- 2) Land now or formerly of Pony Express Farms, Inc., consisting of 1.88 +/- acres of land at 107 Essex Road in Ipswich, Massachusetts, identified on the Town of Ipswich Assessor's Map as Parcel 16 on Map 64, and more particularly described in that certain Deed recorded in the Essex County Registry of Deeds in Book 14784, Page 564.

## **Article Twenty**

## **Appropriate from Open Space Bond**

### **On Motion of Edward Rauscher, duly seconded, it was voted to**

Indefinitely postpone to

- 1) appropriate, and authorize the Treasurer with the approval of the Selectmen, under Article 18 of the Warrant for the April 3, 2000 Annual Town Meeting, and Article 19 of the Warrant for the May 10, 2011 Annual Town Meeting, to borrow \$2,377,000, for the purpose of purchasing for recreational, water supply and/or conservation purposes, a fee simple interest or less over some or all of a property known as the Pony Express Farm, consisting of land as described below and shown on a map having been placed in the office of the Director of Planning and Development and in the Office of the Town Clerk by September 21, 2016:
  - (a) Land now or formerly of Pony Express Farms, Inc., consisting of 94.17 +/- acres of land at 24 Candlewood Road in Ipswich, Massachusetts, identified on the Town of Ipswich Assessor's Map as Parcel 4 on Map 63, and more particularly described in that certain Deed recorded in the Essex County Registry of Deeds in Book 7778, Page 595;
  - (b) Land now or formerly of Robert L Daniels, consisting of 24.3 +/- acres of land at 123 Essex Road in Ipswich, Massachusetts, identified on the Town of Ipswich Assessor's Map as Parcel 15D on Map 64, and more particularly described in that certain Deed recorded in the Essex County Registry of Deeds in Book 13697, Page 258; and
  - (c) Land now or formerly of Pony Express Farms, Inc., consisting of 1.88 +/- acres of land at 107 Essex Road in Ipswich, Massachusetts, identified on the Town of Ipswich Assessor's Map as Parcel 16 on Map 64, and more particularly described in that certain Deed recorded in the Essex County Registry of Deeds in Book 14784, Page 564;
- 2) place the land under the care, custody and control of the Board of Selectmen of the Town

of Ipswich;

- 3) authorize the Board of Selectmen to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Ipswich to effect said acquisition, determine the terms of said interests in the land described above, and to hold the property in perpetuity or to co-hold with the Essex County Greenbelt Association, a non-profit land conservation organization, and/or the Massachusetts Division of Fisheries and Wildlife; or take any other action relative thereto.

## **MODERATOR'S DECLARATION: PASSES TO INDEFINITELY POSTPONE**

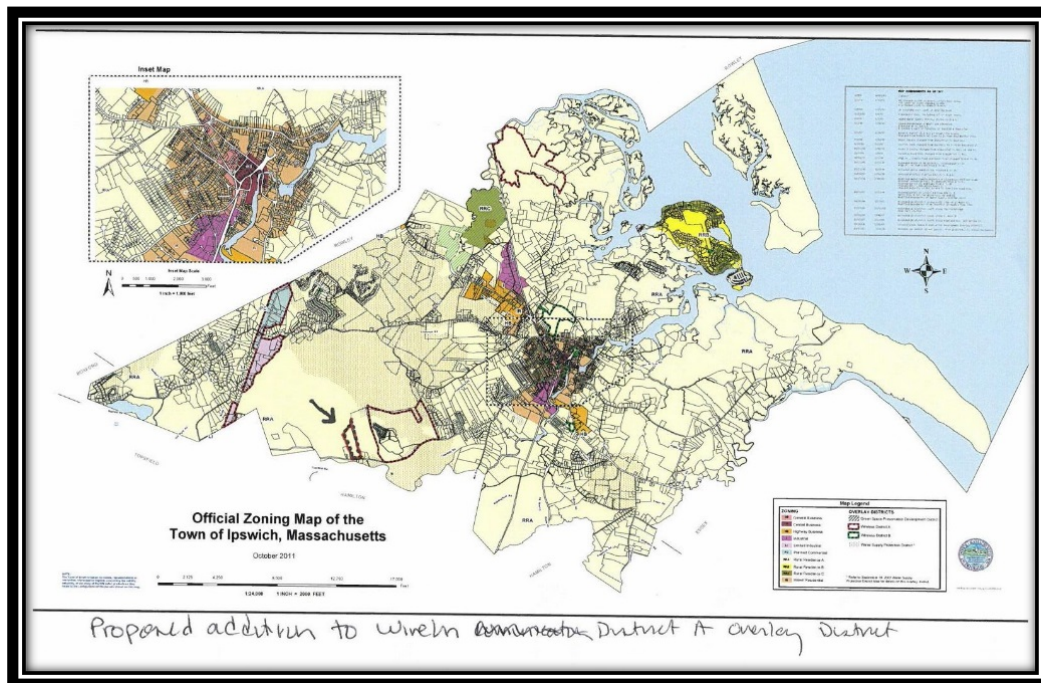
### **Article Twenty-One Citizen Petition: Wireless Communication Overlay District Zoning Amendment**

**On Motion of Ceriilla Logan, duly seconded, it was voted to**

- (1) amend Section IX.G.2. of the Ipswich Protective Zoning Bylaw, first sentence under the heading Wireless Communication District A, as show below (**Underlined bold italics** = new language):

“This overlay district consist of ... the following parcels located in ...the Town of Ipswich: Assessor’s Map 13, Lot 25; and Assessor’s Map 51, Lots **and 7** ....”; and

- (2) amend the Official Zoning Map of the Town of Ipswich by including the entirety of the property at 265 Topsfield Road, also known as Lot 5 on Assessor’s Map 51, within the overlay Wireless Communication District A, as show on the attached map; or to take any other action relative thereto.



**MODERATOR'S DECLARATION: PASSED BY A DECLARED 2/3 VOTE**



## **BOARD OF SELECTMEN**

Edward Rauscher, Chair

The Board of Selectmen re-organized following town-wide elections in May 2016, electing Edward Rauscher as Chair and Charles Surpitski as Vice-Chair. Each of the five members serve on one or more the Selectmen Sub-Committees: Electric (Rauscher & Surpitski), Water (Mootafian & Craft) and Wastewater (Field & Craft). In addition, Selectmen serve as members on several other committees, including, Shellfish advisory, Public Safety Building, Climate Action, School Building, Cable advisory, shade tree & beautification and Economic Development.

The Town Departments continue to provide services and support maintain our important infrastructure at the lowest possible cost. Examples include the Council on Aging, which has seen a 28% increase in participation in the fitness program and also continues to provide, meals and support to our seniors. This year we added new service from Cape Ann Transportation Authority to help seniors get to out of town medical appointments. We will be replacing both COA vans, with one them paid for by a generous donation from Ipswich Shellfish – thank you to the Pappas Family! I have often said that the most important building in any town is a free public library, and ours continues an impressive record of expanding services and programming. Examples include a lecture series and the development of a book store within the library. The Planning Department completed the design and initial roll-out of way-finding signs to help visitors to Ipswich better find all we have to offer. In addition, planning provided the technical details the Board of Selectmen needed to complete the joint Pony Express purchase with Essex County Greenbelt and the Commonwealth. In public safety the Police department has built on its community outreach efforts, including programs with seniors and schools. Training is also a focal point, as the department adapts to the changing needs of the town – from large event coordination to disaster preparedness. The board wishes to thank the members of the Fire Department who went above and beyond their normal duties and performed much of the badly needed rehabilitation to the kitchen area of our out dated and in need of replacement fire station. These are but a few examples, and the Board of Selectmen is committed to providing the best possible services at the lowest cost to you, our tax payers. Our budget is evidence of that: We continue a record of modest annual growth of the town budget – under 2.5% again this past year.

It is the Board of Selectmen's conviction that citizen committees are the life blood of civic life and town government in Ipswich. Through this important process of engagement, we celebrate our storied history, build an Ipswich that reflects the shared values of our diverse town, and cultivate a spirit of community. On behalf of the Board of Selectmen I wish to convey our deep gratitude to all who serve, for their commitment, expertise and devotion. Finally, we thank all who participate in Town Meeting – the primary forum for us to come together as a community and shape our future.

\*\*\*\*

## **FINANCE COMMITTEE**

Mitch Feldman, Chair

The principal purpose of the Town of Ipswich Finance Committee is to make independent recommendations to Town Meeting concerning the annual Town and School budgets and all warrant articles. By doing so, the Finance Committee seeks to ensure the long term financial health of town government. Moreover, the Finance Committee seeks to guide the town's finances to contribute to a fulfilling quality of life for its citizens. We believe that this is achieved by efficiently providing capable schools, quality town services, and a well-maintained town infrastructure, all funded in part by a property tax rate that compares favorably with peer communities. The Committee reviews and considers any matter which may have a long or short-term fiscal impact on the town, including gathering relevant and accurate information from Town boards, departments, and employees. The Town Charter and bylaws charges the Finance Committee with providing a report prior to the Annual Town Meeting and Special Town Meeting to registered Ipswich voters.

\*\*\*\*\*

## **TOWN MANAGER**

Robin Crosbie, Town Manager

In 2016, the Town Manager's office continued working in three focus areas established in 2013: operational improvement, planning, and economic development.

Operational improvements include developing better internal capacity to review and assess financial operations. In the May, the town received an AAA rating from Standard and Poors, reflective of the town's improved financial reserves and operations in the past few years. Sarah Johnson was hired as the Finance Director in 2016. Sarah is presently working with the Massachusetts Department of Revenue, through a Community Compact grant, to develop a fiscal forecasting model for the town. The model should be complete in 2017 and will assist the town in forecasting revenues and expenditures in future years. Sarah is also working on a number of other projects, including a long-term debt plan for upcoming capital projects, promotion of senior tax exemptions to qualifying residents, and a review of the town's health plan design, with an eye toward reducing costs to the town and employees and reducing the town's OPEB liability.

In 2016, the town experienced a number of personnel changes through retirements, promotions and re-organization. In one of the several staffing changes this year, Sal Votano was promoted to Building Inspector/Zoning Enforcement Officer, and is working closely with departments, contractors and businesses in facilitating development and projects, as well as enforcing zoning. Jonathan Blair was hired as the Operations Manager for the Electric Light Department and has been an asset to the town's management team, and will serve as Interim Electric Light Manager when Don Newell departs in January for a position with another utility.

The town website, launched in the autumn of 2015, received a website excellence award from the Massachusetts Municipal Association in January 2016. The Website Task Force, comprised of key town staff, deserve credit for this, as well as improvements that have since been undertaken and are continuing.

The drought of 2016 brought the issue of supply and storage to the forefront of water issues. A water system study, already in the capital plan, was expanded to include supply and storage. Working with the Mass. Department of Environmental Protection, the town was able to get relief from withdrawal limitations, but the fact remains that the state has imposed the most restrictive limitations on Ipswich, while nearby communities have generous access to water. The town will be working with engineers, state agencies and our legislative delegation to look at options to increase the town's access to water.

The Five Year Capital Plan was updated, and will be presented to the May 2017 Annual Town Meeting for approval. On Linebrook Road, water line installation was completed in advance of 2017 road construction. The Town Manager also serves on the School Building Committee and participated in numerous meetings and forums as the MSBA-funded elementary school building project evolved this past year. The School Committee voted to construct a single elementary school to serve all students and selected the present Winthrop School site as the location for the new school. In December 2016, the Committee recommended a preferred configuration to be submitted to MSBA.

The Economic Development Advisory Group (EDAG), comprised of local business leaders and individuals with marketing and development talent, is working on a marketing strategy request for proposals (RFP) in anticipation of engaging a marketing professional to assist the town in promoting the local economy and businesses. Phase 1 and 2 Wayfinding signs were installed in late 2016, and the final Phase 3 is included in the FY2018 capital plan. These signs will assist visitors in locating important resources in the community and will include an information kiosk at the train station and one downtown when the project is completed. The Old Town Hall, vacant and in litigation for the past years, is under conversion to condominiums.

In summary, I am confident that the town is on a good track. We have talented and energized staff, and, with the support of the citizens, are providing them with resources they need to serve the community of Ipswich. In 2017, look for roadway construction on Linebrook, more wayfinding signs to appear, businesses to open, additional road and sidewalk improvements and a vote on the new elementary school.

I sincerely thank citizens, volunteers, department directors, staff and employees for their guidance, service, and for their on-going efforts at community improvements. As always, I invite Ipswich residents to visit the town website at [www.ipswichma.gov](http://www.ipswichma.gov) and enroll to receive important updates to keep informed of the many activities and projects underway in their town government.

\*\*\*\*\*

**DEPARTMENT OF PUBLIC SAFETY  
POLICE DEPARTMENT**

Paul A. Nikas – Chief of Police

Jonathan M. Hubbard – Executive Officer



The Ipswich Police Department is committed to delivering quality service in an effective, compassionate and professional manner. To meet this commitment, the following four values must be the basis for all of our actions: Respect, Integrity, Excellence & Professionalism.

**1. RESPECT**

We recognize that our officers are our greatest asset, and our actions shall reflect this belief. The officers will respect the citizens and recognize their ethnic, cultural and socioeconomic diversity. We will respect each other as professionals and fellow human beings.

**2. INTEGRITY**

We recognize the authority of federal, state and local laws. Honesty and truth must be the standards in all our interactions with the community and with our members. We are committed to the highest standards of honesty and ethical conduct, which create the cornerstones of our profession.

**3. EXCELLENCE**

We will strive for personal and professional excellence, dedication to duty and the delivery of quality service to the public. We will continue to pursue excellence through quality training, recruitment, hiring and supervision. We are part of a team dedicated to the safety and protection of our community. Our actions will reflect intelligent, efficient, sincere and courteous service.

#### 4. PROFESSIONALISM

We treat the public and our colleagues with courtesy and respect. We understand that our appearance, words, and demeanor contribute to the public's confidence in us. We are responsive to the community, and deliver services fairly, impartially, and with transparency.

The year 2016 was a year characterized by minor transition and change for the Police Department as one officer retired and one officer remained on long term disability. These two vacancies have left the Department short-handed. Ofc. James Zabelski retired from the department after 30 years of dedicated service to the community. I commend him for his professionalism and compassion as an Ipswich Police Officer and wish him well in his retirement. Despite the lack of full manpower, the Police Department had a very active year in terms of call volumes and professional development training. The Police Records Management System reflected a total of 22,648 calls for police services in 2016 which represents a 16% increase from 2015. Within the total calls for service, officers responded to approximately 2600 calls that originated from E911. There were 83 arrests and 193 Criminal Complaints filed by officers.

As with many municipalities in our area, Ipswich is not immune to the statewide opioid addiction crisis impacting the State. To address this addiction issues locally, the Department embarked on a multi-faceted approach consisting of prevention education, access to substance abuse treatment facilities and enhanced law enforcement drug interdiction through training.

To meet our educational goals, the department's DARE curriculum continued in the schools, including sending our officers along with local children to summer DARE CAMP operated by the DA's office. Additionally, we joined the Cape Ann/Beverly Regional *Substance Abuse Prevention Collaborative* (SAPC) which targets middle and high school age youth and young adults at risk for use of alcohol, marijuana, and prescription pills. Patterns of use begin in middle school with alcohol and marijuana, progress to prescription pills in high school, and continue through young adulthood where a significant population engages in opioid abuse. This Collaborative brings a strong history of substance abuse prevention work focussed on policy, environmental, and systems change and has a track record of assisting neighboring communities to launch and strengthen their own work in these and other areas.

To address the short fall in access to substance abuse treatment facilities and the courage to seek assistance the Department has five officers working with Ipswich AWARE®, a community based grass roots initiative that is made up of key stakeholders representing diverse facets of our community. Together, we form a multi-disciplinary collaborative designed to promote community awareness, education and prevention of substance abuse in the town of Ipswich. The founding members have chosen to stand together and ask the rest of the community to show support for each other and also to help connect people to resources that will reduce substance abuse and addiction. In addition, the Department initiated the *Operation HOPE* (**H**eroine **O**pioid **P**revention **E**ffort) initiative, which along with local "ANGELS," provides addicts with "amnesty" if the present at the police station looking for help getting into treatment facilities. Since its inception,, this initiated helped 3 local residents find long term placement in treatment facilities, which included free transportation through our partnership with Action Ambulance.

To better equip officers in drug interdiction officers received specialized training in Narcotics Drug Investigations for Patrol Officers, OUI Marijuana training, Drug Recognition Expert (DRE) training through the National Highway Traffic Safety Association, Prescription Drugs Crime Training and deployment of NARCAN © in all patrol cars. Our efforts in specialized training have resulted in numerous felony arrests of unwanted drug dealers operating in Ipswich. To help eliminate the opportunity for prescription narcotics from illegally reaching the street, the Department has a large, free-standing mailbox in its lobby where any citizen can throw away unused or unwanted drugs. Whether the drugs are old prescription drugs or illegal drugs, I encourage each and every citizen to please use this free service and dispose of these drugs properly. We have disposed of *thousands of pounds* of unwanted drugs this past year, and encourage you all to use this service.

To research and address speeding complaints throughout the town, the department's Traffic Enforcement Unit purchased a new "stealth" radar with drug forfeiture funds and we continue to be awarded various grants for traffic saturation patrols. Officers initiated 1,814 motor vehicle stops, which resulted in 186 civil traffic citations and 243 criminal citations being issued to drivers. Of the remaining traffic stops, 262 drivers received written warnings and 1,123 drivers received verbal warnings designed to educate and correct the motoring public of their minor traffic violations.

To continue to meet the public's expectations on department transparency and community outreach, the department started operating with in-car cameras and body worn cameras, hosting "informal" meet & greets with various members of the public and hosting community events for the public. Some of these informal meet and greets include a monthly "Coffee with the Chief" at a local coffee shop and "Coffee with a Cop" hosted by the Council on Aging. The Community Resource Unit (CRU) continued to make its contributions known, by once again organizing the *Halloween Parade* that ends at the Town Hall, where cider and donuts were served and free pumpkins were available, organizing the "Santa Parade" and hosting the annual holiday *Polar Express Movie Night* featuring raffle prizes, with free popcorn and hot chocolate.

To keep our Police Department professionally trained, to the highest national standards, all officers received 40 hours of State mandated training in Legal Updates (marijuana laws, including driving impaired issues, protective custody for drugs, mental health custody & animal cruelty) firearms use training, use of force concepts, defensive tactics, CPR/First Responder, Youth Interactions, Elderly Issues, Dynamics of Addiction, and Active Shooter training. In addition to these state mandates, officers received specialized training classes in Supervisor Development, Use of Force Investigation, Crisis Intervention for citizens with emotion development issues, Critical Incident training, Veterans Awareness Training, De-escalation training, Identifying the Imposter training, Juvenile/School Laws training, Crime Scene Bio-hazard Safety, and Crime Scene Photography, just to name a few. Finally, the Chief and Executive Officer attended a five day long *FBI Law Enforcement Executive Development Seminar* to continue their executive training in managing the Police Department. In total, our Police Department received over 500 hours of professional training to better serve the citizens of Ipswich.

\*\*\*\*\*

## **PUBLIC SAFETY COMMUNICATIONS**

Chief Paul A. Nikas, Director of Public Safety

Paul E. Polonsky, Chief of Communications

Established in 1999, the Ipswich Public Safety Communications Center combines two former units - the police 911 and dispatch center and the fire alarm office - into one modern, high-tech facility. The Center is tasked with answering tens of thousands of emergency and non-emergency calls for the Town of Ipswich each year.

All dispatchers undergo a rigorous background check before being hired by the department and must not have a criminal background or criminal record of any kind in any state. Once hired, all Dispatchers must attend mandated training to receive state certifications in Public Safety Communications, E911 dispatching and Criminal Justice Information System clearance. After being professionally certified by the state, they undergo three months of “in house” training which includes, but is not limited to; learning the Police and Fire Department’s computer aided dispatching systems, computer records management systems, and Standard Operating Procedures. Additionally, they are required to become knowledgeable of all town streets, geographic areas and the locations of local businesses.

Dispatchers must be able to multi task, as it is not uncommon for a dispatcher to be talking on the phone to a citizen, entering a call into the computers, while talking to multiple officers or firefighters on scene via the radio.

On a yearly average the Communications Center handles 45,000 non-emergency phone calls, 2,600 E911 emergency calls and approximately 16,000 station walk-ins per year. In 2016, the Communications Center dispatched 21,247 calls for service to the town’s public safety personnel. In 2016, as well as in years past years, our Public Safety Communications Center obtained nearly \$50,000 from state grants to purchase equipment upgrades for the Center and pay for advanced training for all of our dispatcher personnel. Newly linked computer monitors in the Communications Center have the capability to monitor live security camera footage at many of the town owned buildings and school building exteriors.

It’s important to remember that when all the other town offices are closed, our Dispatchers in the Communication Center handle all town business calls and questions. This coverage occurs between 4 pm and 8 am on weekdays and 24 hours per day during the weekends. However, most importantly, during Public Safety emergencies such as structure fires, car accidents, law enforcement actions, or environmental emergencies such as blizzards, severe thunderstorms or hurricanes, our Communication Center personnel handle ALL town communications. They coordinate the communication between Police, Fire, Ambulance, DPW, Utilities, and Harbors Departments. This coordination allows town personnel to identify and efficiently address all types of critical incidents. Past results have shown each of these types of incidents were handle professionally and quickly, minimizing the negative impact on the citizens of Ipswich.



\*\*\*\*

## **EMERGENCY MANAGEMENT**

Jonathan Hubbard, Emergency Management Director

The previous year was an exciting year for our emergency management team. Our community outreach programs have been well received and attended over the last year. These programs aim to provide the public with emergency preparedness information. We run these programs with the Council on Aging, the elementary schools and through information booths at various town events. We completed two more Community Emergency Response Team (CERT) certification courses, partially funded with grant funding and partially with budget funding. Our CERT Team mobilized for the first time this year during the Boston Pops event at Castle Hill. We coordinated a full scale response to this large pre-planned event and used the Incident Command System (ICS) to organize it. We had units from IPD, IFD, IEM, Crane Beach, MA ANG, MSP Bomb Squad, and the MEMA EOC. This was also a good drill on running a full scale operation. Our CERT Team also deployed during Illuminations providing backup coverage and visibility in the crowds. The training that our CERT Team has received over the years has allowed us to have this force multiplier that can be used during emergencies and planned. We continue to provide training to our volunteers and to our community for FY18. Our CERT Team will remain active during events and training to prepare for any type of unplanned disaster. We continue to work with our public safety partners on the local and state level to better prepare our community in the event of a disaster. We are continuously updating our response plans and developing Standard Operating Procedures for multi-agency response to ensure coordination during an incident. If you have any questions about our community outreach programs, are in need of assistance with planning for your home or business, or have an interest in our Community Emergency Response Team, please contact me. Remember, Emergency Management starts at home. Prepare you home and your family before a disaster strikes. Stay Safe!

\*\*\*\*



## ANIMAL CONTROL

Megan Boissonneau, Animal Control Officer and Animal Inspector



The ACO/AI deals with just over 2,000 licensed dogs, 6 kennels harboring over 70 dogs, 3 commercial boarding & training facilities, and 102 barns. Since January of 2016 the ACO/AI has inspected over 50 barns, took in 17 animals (all cats transferred to the Ipswich Humane Group, others placed in various rescue situations), trapped and vetted 3 cats, assisted in part with the IHG and surrounding towns with a 32 cat hoarding situation (Ipswich Humane Group took EVERY cat.) and has issued 32 animal quarantines. There were 151 calls pertaining to dogs, 74 calls pertaining to cats, 38 livestock complaints, 264 directed patrols, 15 welfare and or cruelty investigations, 159 calls for wildlife, 35 calls for deceased animals and 65 total inspections completed. Additionally, 1,068 calls for service came into the animal control office. There were approximately 170 violations written by Animal Control, with most of the violations being for unlicensed dogs.

Both the full time ACO and Assistant ACO attended multiple trainings this past year. Both ACO's attended the Massachusetts Animal Fund Core Competencies Training, this training focused on the basics of Animal Control, and was invaluable with streamlining the large amounts paperwork processed weekly. Both ACO's also attended numerous lectures on the North Shore regarding the Eastern Coyote. The full time ACO attended a wildlife seminar at the MSPCA in Boston, as well as several Ipswich Humane Group Board and Building Committee meetings. The Assistant ACO is attending the Animal Control Officers of Massachusetts Animal Control Academy, he will graduate in May of 2017. Ipswich Animal Control in part with Patriot Equine Technical Rescue and a gracious Ipswich farm owner hosted a training for the Ipswich Fire Department, this training provided invaluable education on how to handle a horse, and how to safely extract a horse from precarious situations with the help of specific tools which are available to our Fire Department if and when needed.

In October of 2016 the Ipswich Humane Group gifted the Town of Ipswich an estimated \$68,000.00 for construction costs to extend the Ipswich Animal Shelter by fifteen feet and add a significant outdoor exercise area for dogs housed at the Shelter. As of April 2017 the Ipswich Humane Group has put a total of \$96,000.00 into the construction project. The construction is scheduled to be completed in late spring 2017. We all are looking forward to the completion of this project, which once completed, will enable us to better serve the Ipswich community and our local animals.

In 2016, Animal Control also purchased a new vehicle to replace the ten year old van. The new vehicle is a 2017 F-150 Crew Cab 4x4 which is specially equipped to house domestic animals in the climate controlled backseat, while allowing deceased wildlife to be placed in the outside bed of the truck preventing cross contamination to domestic animals.

\*\*\*

## **HARBORS DEPARTMENT**

Paul A. Nikas – Chief of Police, Harbormaster

Lt. Jon Hubbard – Executive Officer, Assistant Harbormaster

Ptl. Brian Reed – Assistant Harbormaster, Supervisor

Ptl. Mathew Bodwell – Assistant Harbormaster, Operator



The 2016 boating season was an incredibly busy year, thanks in part to the extremely dry summer we experienced locally. We saw record high levels of boats launched from the Town Wharf and a high volume of tourists at our local beaches, to include Crane's and Pavilion.

The Harbor Department primarily patrols the Ipswich River, Ipswich Bay, Essex River, Back Beach and Plum Island Sound from May through September, with emergency response capabilities until December. Our area of patrol encompasses 43 miles of shoreline, with a jurisdiction out to 3 miles off shore. The primary missions are for search & rescue (SAR) incidents and law

enforcement operations. When called upon by the US Coast Guard, we will, and have, responded to emergencies as far out as 5 miles. We issued and regulated 1,012 boat moorings and maintain a waiting list of 207 people. We handled 223 calls for service, issued 46 citations, 9 verbal warnings and responded to 18 SAR incidents\*. After responding to two boat based fires last year, we purchased two (2) boat fire pumps which have given us the capabilities to handle water based fires. Both IFD and IPD personnel have completed training with this new equipment on both vessels.

\*This year we responded to one serious (SAR) incident where two recreational swimmers were lost at sea while swimming in the fog on Cranes Beach. Due to the fast & coordinated effort between Ipswich Harbor Patrol, Mass State Police & the US Coast Guard, both of these swimmers were located alive and survived the incident. Without our local Harbor Patrol maintaining its SAR training and emergency vessel capabilities, this outcome may have had a different ending.

A “new” work boat (22’ Whaler – Navy surplus) was repowered and will replace the 1980’s aluminum work skiff that was taken out of service and auctioned off. This new vessel can also be used as a support vessel during busy boating times, when the primary vessel is out for maintenance and also during emergencies and/or special events.

Training for Harbor Officers is critical to improving their boating capabilities and ensuring they have the proper skills to meet the public safety needs of the boating public. Each year, officers attend regional training with the USCG Station Gloucester personnel on various training curriculum, designed to ensure proper collaboration between agencies.

For our continued in-service training for Harbor staff, officers participated in a training curriculum that includes both classroom and “on- water” training. The “on-water” training consisted of vessel boarding procedures, rescue drills and GPS search & rescue training.

All of the iron pipe channel markers in the Ipswich River have been replaced by floating foam buoys. These new buoys are easily identifiable, require less annual maintenance expenses and are guaranteed for 10 years of service life, as opposed to 1-2 year service life of the pipe channel markers. While some have lamented the loss of the nostalgic iron pipes in the river, they were becoming too expensive to reset and maintain every month. In addition to those changes, each year we attempt to improve our navigational aids by replacing old buoys or by adding additional buoys. As local boaters are too aware, the Ipswich Bay sandbar(s) shift every year and the Ipswich River is constantly changing her channel. Please notify the Ipswich Police Department or the Assistant Harbormaster as soon as possible when you believe an adjustment is necessary or you discover a buoy is off station. Ipswich Harbor Officers assist and work closely with the USCG in ensuring placement of ALL area channel markers area properly located. This includes the bell buoys located off the southern tip of Crane Beach and the buoys continuing into Plum Island Sound.

As in years past, the Harbor Patrol provided patrols during the Ipswich School District’s annual Crane Beach Day, as well as providing a public safety presence during the Little Neck Association’s annual “Float to the Beach” event. During this event, residents enter the water from the Little Neck dock and float down river to the Little Neck beach. Both events occurred without incident and a fun time was had by all involved.

We took delivery of a new 21' pump-out boat which was purchased through matching federal grant funds (25% town share/75% federal grant money). This new vessel, which cost \$100,000 only cost the town boaters \$25,000. This new vessel is more fuel efficient, has a higher effluent capacity and its electric pump can be used to dewater a sinking vessel. Please be sure to utilize this pump-out boat service. It is a **FREE** service and is for the benefit of all boaters, clambers, fisherman and water enthusiasts that our waters remain clean.

#### **Ipswich Harbor Statistics**

Search & Rescue Calls	18
Mooring Permits Issued	1012
Mooring Fees Collected	\$132,824
Calls for Service	223
Harbor Violations Issued	46
Launch Fees Collected (Town Wharf)	\$12,425
Boat Excise Taxes (50%)	\$18,010

\*\*\*\*

#### **SHELLFISH DEPARTMENT**

Scott LaPreste, Constable

Arnold "Pick" Thistlewood, Asst Constable



The Shellfish Constable and his assistant are responsible for the patrol of over 900 acres of clam beds, spread out over 43 miles of coastline where they must enforce federal, state and local laws concerning the taking of all species of shellfish. They oversee 125 Commercial permit holders (\$56,250), 178 Recreational permits (\$5,340), 93 Nonresident permits (\$13,950), 105 Family permits (\$4,200), 38 1-day permits (\$760) and over 1,000 "Over 60/70" free permits.

In addition to governing the tidal flats, the Constable manages the administrative side of the Green Crab Trapping Program & Public Aquaculture program, as well as assists the DMF with Ipswich River water testing. This past year our Green Crab program eradicated 75,955 lbs of invasive green

crabs, which is a substantial increase over 2015. This translates into roughly 600,000+ individual crabs. Many of these were egg-bearing females that can spawn hundreds to thousands of juvenile crabs. We firmly believe that much of our natural soft shell clam sets from two years ago has reached market maturity because of this pressure on the green crabs and preventing their numbers from eating the juvenile clams. Additionally, we are seeing an increase in colonies of oyster beds and the return of blue mussels, both of which can take a hit from predation via green crabs.

Our Constables also manage the State mandated routine testing of our 5 different water shed areas. In addition, they assisted in pollution source testing of Farley brook and other tributaries of the Ipswich River in conjunction with the Ipswich DPW on pollution source research for the Ipswich River. This included working with Kevin McHugh of Coneco, the contractor for the state DEP and their plan to mitigate the flow of Farley brook into the Ipswich River.

As part of an educational service, the Constable gave a presentation to the 7<sup>th</sup> grade Ipswich Middle School that encompassed a discussion of his job and responsibilities. He also provided individual collaboration and guidance with Ipswich High School students working on a green crab experiments to try to identify the molting process of these crabs. This was in hope of knowing when the crabs will molt to be able to use as a high-end soft shell crab food product.

This year the Constable attended and completed a two-week long Shellfish Constable's training course at the Massachusetts Maritime Academy. Subject matter was vast and included many subjects related to shell fishing, including environmental concerns related to warming ocean temperatures and coastal erosion. Finally, a new Shellfish truck has been purchased to replace a ten-year-old vehicle and was placed into service.

**Permits sold/issued in 2016**

Resident Commercial	125
Non Resident Yearly	93
Non Resident Daily	38
Resident recreational – 1 day	41
Resident Recreational - Family	105
Resident Recreational Yearly	178
Student Commercial	0

\*\*\*\*\*



## **IPSWICH FIRE DEPARTMENT**

Greg Gagnon, Fire Chief



In the year 2016, the Ipswich Fire Department responded to 2,050 calls for service. The fire prevention division conducted 579 inspections and there were 460 requests for permits.

The Ipswich Fire Department received a grant from the Commonwealth of Massachusetts, Department of Fire Service in the amount of \$6,953. These funds were utilized to provide the children and senior citizens with life safety education. It was also used to provide smoke detectors and carbon monoxide detectors to those that were in need. The funding allowed us to reach 1,077 students, 130 senior citizens, provide 56 home visits, and install 31 smoke detectors and 21 CO detectors. We also received a \$2,000 grant from the Massachusetts Department of Public Health to train department members on our mobile mass decontamination unit.

In the area of staffing, three new firefighter recruits were added to the call force. Scott MacAskill is a certified firefighter and paramedic. Warren Grant has completed the Massachusetts Fire Academy and is awaiting the completion of his certification. Preston Murry joins the department and began attending the Massachusetts Fire Academy in November. We look forward to them completing their training and joining us in serving the community.

Through a capital plan approval, the department purchased new utility vehicle. The new 2017 Ford Expedition replaces a 2005 Chevy Tahoe. We also continue to set aside funds for apparatus replacement and SCBA replacement through the stabilization plan. A new generator was installed at the central fire station that will now power the entire building in the event of a loss of power. Within the fire department budget, we began to upgrade our portable radios to radio designed for use in the fire service. The radio is more rugged and safer for fire department use.

This year mold was found in the Central Street fire station. This required an extensive demolition, cleaning and rebuild of the station's bathroom and kitchen. In an effort to reduce costs, some of the members designed and installed components of the kitchen. The windows in the Linebrook Fire

Station were replaced in a cooperative effort between Action Ambulance the Town. This will make that building more energy efficient and reduce fuel costs.

The members of the Ipswich Fire Department continue to maintain our equipment so that they can pass their annual inspection and certification. Such items to be tested annually are all hoses, ladders and pumps. We have had our SCBA tested as well as fit testing was conducted, ensuring each member has a proper fitted SCBE mask to meet OSHA requirements.

The department received the certification designation of Emergency First Responder from the Department of Public Health. This certifies that we are carrying the appropriate lifesaving equipment and medication to our certification level. It also means the members of the department must meet a minimum credentialed level of training.

The department took advantage of obtaining US government surplus property. We received an inflatable rapid deploy water and ice rescue craft from the US Coast Guard.

The firefighters of the department trained for nearly 3,800 hours on over 105 topics that included firefighting tactics, EMS first responder and EMT recertification, Ice rescue training, marine operations, wildland firefighting, leadership development and HIPPA.

I would like to take this opportunity to thank the members of Ipswich Fire Department for their dedicated service and commitment as well as the community as a whole for enabling us to serve them.

### **Incident response by Type Category Breakdown**

<b><u>Incident_Type_Category</u></b>	<b><u>Occurrences</u></b>	<b><u>Percentage</u></b>
[100-199] Fire/Explosion	35	1.7
[200-299] Overpressure Rupture	2	0.1
[300-399] Rescue Call	1102	53.8
[400-499] Hazardous Condition	74	3.6
[500-599] Service Call	255	12.4
[600-699] Good Intent Call	274	13.4
[700-799] False Call	304	14.8
[800-899] Severe Weather/Natural Disaster	0	0.0
[900-999] Special Type/Complaint	4	0.2
Undetermined	0	0.0
<b>TOTAL</b>	<b>2050</b>	<b>100.0</b>

\*\*\*\*

### **PUBLIC WORKS DIRECTORATE**

Richard W. Clarke, Director

The Public Works Department is a customer-focused service organization, dedicated to maintaining and improving the town's infrastructure through the efforts of a professional town workforce, outsourced contracting and engineering consultants. With that as our operation, Public Works incorporates an ongoing review of what we do and how we do it, with the intent of delivering high quality service to our customers and enhancing the quality of life in our diverse community. Customer focus, continuous process improvement, human resource development, and

resource management are the keys to our success. Public Works has accomplished or is working on the following items in support of our mission.

- Alignment of Public Works budgets, activity and resources with the expectations and goals of the Town Manager and Board of Selectmen
- Provide technical input to Town boards and commissions on special permits, subdivisions, site plan reviews and commercial and residential development that impact Public Works' Operations and Maintenance (O&M) responsibilities and budget
- Continued to work through the Storm Water Management Plan to comply with the Phase II Storm Water Rules and Regulations of the Federal Clean Water Act while also investigating new methods and processes to follow to stay in compliance with the upcoming Phase II Storm Water Permit
- Continued to use Viewworks, which is a Computerized Maintenance Management Software (CMMS) system for all Public Works Divisions to track work orders and service calls
- Continued to develop and implement Operations and Maintenance plans for existing water quality structures installed for storm water management
- Use of a pavement management plan to identify and prioritize roads in need of roadway improvements and maintenance as well as to determine what the recommended improvement or maintenance is for each roadway

## **HIGHWAY DIVISION**

During the warmer months of 2016, the focus was on outdoor construction projects, where personnel skills and heavy equipment produce significant infrastructure repair and improvements to roads, sidewalks, public facilities and storm water structures. The DPW Highway Department, with the assistance of a local contractor, replaced approximately 624' feet of drain pipe on Jeffrey's Neck Road and added two new manholes to the system to improve the drain system prior to paving the street.

## **FORESTRY DIVISION**

The focus of the Forestry Division in 2016 was on the maintenance of town trees along public ways, particularly on scenic roads and in town cemeteries, parks and open space. The Forestry budget is reimbursed by the Utilities Department for electric line clearing done for the Electric Light Division. A special focus was made on starting a tree inventory and performing a town wide tree health survey to assist with the planning of tree pruning and removal work.

## **EQUIPMENT MAINTENANCE DIVISION**

Closer inspection and additional preventive maintenance of vehicles extend the service life and reduce the maintenance costs of a public works fleet. The DPW is still working on implementing more recommendations from a fleet maintenance study done in 2014, with a focus on



computerizing maintenance records. The installation of a wash facility would provide a place to rinse off the fleet to reduce the effects of corrosion and extend the life of vehicle bodies; the DPW is working with the Facilities Department on installing a more permanent vehicle wash bay.

## **TRANSFER STATION**

Operated by members of the Highway Division, the Transfer Station is open Wednesdays and Saturdays from 8:00 AM until 3:30 PM. The Transfer Station accepts yard waste (specifically grass clippings, leaves, brush and small branches), books, textiles, rigid plastic items, tires with rims, fluorescent lights, and waste cooking oil. Residents who do not have JRM trash pickup may bring their recyclables (glass, cans, cardboard, paper, cartons, and plastics 1-7; no Styrofoam) for free to the Transfer Station and put them in the designated bins.

In the past three years, the Town has contracted with North Shore Scrap Metal to collect scrap metal (items with at least 60% metal, such as small appliances, outdoor furniture, grills, lawn mowers and snow blowers) at the Transfer Station. Large white goods, electrical appliances, televisions and computer monitors can be disposed of curbside by scheduling and paying \$25 in advance to JRM directly at 978-536-2500.

Public Works' Special Collections are conducted twice yearly at the Transfer Station. We accept oil-based paints and related products, car batteries, items with mercury and tires without rims (mercury items are also accepted at the Public Works Office at the Town Hall during regular hours of operation). The fall special collection is held in conjunction with the DPW's Household Hazardous Waste Collection Day to better serve residents.

## **SANITATION**

Each pound of recyclable material diverted from the trash stream results in a reduction of our trash costs, because the Town is charged a tipping fee for every pound of trash collected. The total tonnage of solid waste in calendar year 2016 (2,901 tons) was a slight increase of 32 tons (approximately 1.1%) over the 2015 total (2,868 tons). Although recycling rates nationally are down due to the manufacturing of lighter plastics (for beverages) and the drop in newspaper readership, Ipswich's recyclables increased in 2016 to 2,015 tons (from 1,946 tons in 2015). This increase in recycling, in conjunction with diverting these tons from the trash, saved the Town approximately \$122,125 in tipping fees.

Ipswich's pilot curbside composting program continues to grow, with 512 participants by the end of 2016. This curbside service, which residents join voluntarily and pay to receive, diverted approximately 167 tons of organics (food waste) from Ipswich's trash tonnage in 2016. The organics are delivered to Aggresource on Town Farm Road in Ipswich, Massachusetts, for composting.

The Ipswich Recycling Advisory Committee (RAC) holds three events annually, in February, May and September, for residents to dispose of their Styrofoam and electronics. However Styrofoam recycling costs are paid by the RAC, and proceeds from the electronics recycling, for which there is a nominal fee to residents, are shared by various nonprofit organizations in town.

## **SNOW & ICE OPERATIONS**

The winter of 2015-2016 was less challenging than the previous winter with record snowfall for the Town employees and contractors who work to keep the roads, public sidewalks, schools and town parking lots safe and passable. The cost for snow and ice operations came in under budget due to the limited amount of snowfall. The DPW used approx. 2,180 tons of salt during snow and ice operations. Access for emergency response vehicles remains the top priority for town crews during snow and ice operation. Snow removal from sidewalks in close proximity to schools is also a high priority after roadways are cleared for students walking to school.

\*\*\*\*

## **FACILITIES MANAGEMENT DEPARTMENT**

William A. Hodge Sr. Facilities Director

Jane Spellman, Assistant to Facilities Director

This report contains the accomplished tasks of the Facilities Department during the calendar year 2016. Daily operations during this period included ongoing maintenance as well as several major projects. The Town Facilities Department continues to be merged with the Town School District. The Facilities Department's mission for 2016 was to continue the improvement of the overall appearance, safety, and working and living conditions of the buildings within the Ipswich School District and the Municipal Complex within the budgetary constraints put upon us

Major projects were completed with the additional funds allocated for this purpose. These projects were accomplished by outside vendors, in-house staff, and labor provided by the Essex County Correctional Department. The following are some ongoing and major projects completed during this year:

### Municipal

#### Town Hall:

- Rebuilt rooftop AC unit
- Renovated Accounting and IT Department office area
- Updated sprinkler system
- Finished the carpeting project phase in Assessors, Planning, Town Clerk and Treasurers Office areas
- Electrical upgrades

#### Police Station

- Removed and replaced carpet
- Renovated Evidence Room area
- Installed heat to second floor
- Bid and installed new emergency generator

#### Public Library

- Installed carpet
- Installed ADA mechanism to front door
- Upgraded sprinkler system

- Installed new steps at side of the building
- Boiler repairs

Fire Stations:

- Removed and replaced fence.
- Electrical and lighting upgrades
- ADA access improvements
- Remediated mold found resulting in kitchen upgrade, floor replacements, wall replacements, restroom upgrades
- Major electrical upgrades.

Linebrook Fire Station:

- Installed steel door between truck bay and exercise room
- Electrical upgrades
- Replaced windows in conjunction with Action Ambulance with thermal pane

Cemetery/Parks:

- Upgraded overhead doors
- Electrical upgrades

DPW:

- Replaced three overhead doors
- Electrical upgrades

School Department

Middle School/High School:

- Removed and replace five skylights
- Painted lower gym and Main Street
- Converted restrooms
- Installed new software to EMS system
- Replaced lights in PAC
- Inspected and repaired bleaches, backboards in gym, athletic equipment
- Removed and replaced 105 sprinkler heads
- Replaced all stair treads
- Planted white pines along fence
- Repaired exterior steps at PAC entrance
- Electrical upgrades in Library and other areas of the buildings

Winthrop Elementary School

- Removed damaged skirt on modular building and installed new, and painted building
- Replaced damaged tiles in modular building
- Painted school classrooms
- Repairs to boilers
- Electrical maintenance and repairs
- Repairs to roof as leaks occurred

Doyon Elementary School

- Nine classrooms painted
- Upgraded windows, doors, fire doors and kitchen doors
- Repaired damaged floor tiles where needed

- Repairs to roof as leaks occurred
- Payne Building
- Painted fence
  - Installed exterior lights for safety
  - Installed light on flagpole
  - Carpet replacement

It is the continuous mission of the Facilities Department to improve the infrastructure of the Town and School District's Physical Plant as needed and funded.

\*\*\*\*

## **CEMETERY & PARKS DEPARTMENT**

Jeffrey M. Putur, Superintendent

The Cemeteries & Parks department is responsible for the care and maintenance of nine cemeteries, five playgrounds, playing fields, parks, common areas, Pavilion Beach and the Ipswich resident side of the boardwalk at Crane's Beach. In addition, we maintain all town-owned Open Space areas, such as Strawberry Hill, Dow Brook Conservation, Shady Creek, Nichols Field, Great Neck Conservation area and Turkey Hill.

Customer service is always a high priority in this department, whether it is town citizens, private contractors, funeral homes or other town departments, we always strive to be courteous and act within a timely manner to all situations that we encounter. We assist civic groups in the many activities that take place throughout the year. Additionally, we supply assistance to the Public Works in snow removal, sanding operations and any other emergency situations as needed. We also provide aid to the Town Clerk in setting up voting equipment, tables and chairs for all elections.

In 2016 the staff completed 111 funeral services, completed repairs and improvements at Howe Park playground and spread 175 yards of playground mulch at Bialek Park. This past year we also continued with our multiyear process of updating cemetery maps through GIS software and have continued to update and input cemetery records into our computers.

In the upcoming year we plan to continue with our aggressive yearly property maintenance, including newly acquired "Pony Express" property, update and digitize cemetery records and continue with updating and creating cemetery maps in GIS.

Our revenues for 2016 are as follows:

**GENERAL FUND REVENUES**

Grave Openings	\$67,275
Foundations	\$11,350
Tent	\$2,550
Bialek Field Fees	\$1,040
<b>TOTAL</b>	<b>\$82,215</b>

**TRUST FUND REVENUES**

Sale of Lots	\$15,300
Perpetual Care	\$24,900

\*\*\*\*

**BUILDING DEPARTMENT**

Salvatore Votano, Director

**DEPARTMENT OF CODE ENFORCEMENT 2016**

<b>Category / Construction</b>	<b># of Permits</b>	<b>Total Fees</b>	<b>Value of Work</b>
COMMERCIAL PERMIT	81	\$128,966.46	\$9,888,282.00
RESIDENTIAL PERMIT	631	\$296,653.73	\$26,556,522.00
DEMOLITION PERMIT	27	\$2,190.00	\$167,595.00
SHED PERMIT	25	\$1,860.00	\$144,001.00
WOODSTOVE PERMIT	17	\$1,370.00	\$49,273.00
SIGN PERMIT	27	\$1,510.00	\$66,295.00
TENT PERMIT	76	\$4,850.00	\$239,111.00
CERTIFICATE OF USE & OCCUPANCY	58	\$2,090.00	N/A
CERTIFICATE OF INSPECTION - ANNUAL	104	\$9,575.00	N/A
CERTIFICATE OF INSPECTION - PERIODIC	12	\$1,305.00	N/A
SHEET METAL PERMIT	44	\$7,427.90	\$698,685.00
FIRE ALARM & SPRINKLER PERMIT	15	\$1,300.00	N/A
TRENCH PERMIT	1	\$50.00	N/A

<b>PUMBING PERMITS</b>	<b># of Permits</b>	<b>Total Fees</b>
	235	\$23,835.00
Totals	<b>235</b>	<b>\$23,835.00</b>

<b>GAS PERMITS</b>	<b># of Permits</b>	<b>Total Fees</b>
	248	\$16,500.00
Totals	<b>248</b>	<b>\$16,500.00</b>

<b>ELECTRIC PERMITS</b>	<b># of Permits</b>	<b>Total Fees</b>
Permits	479	\$63,057.46
Totals	<b>479</b>	<b>\$63,057.46</b>

The above is based on permit activity for the calendar year. The fiscal year commences July 1<sup>st</sup> and ends June 30<sup>th</sup>. Building permits are required for not only new construction, but also for repairs and replacement of existing structures, decks, sheds, signs, wood and pellet stoves & fences over six feet high. If you have any question about whether your project may require a building permit, please call our office at 978-356-6605.

\*\*\*\*\*

## **HEALTH DEPARTMENT**

Colleen E. Fermon, Director of Public Health

The mission of the Public Health Department is to protect the public health and the environment, control disease and promote sanitary living conditions through the enforcement of State Sanitary Codes, State Environmental Codes and Board of Health Regulations. These state and local laws and regulations require Public Health Departments to perform many critical duties that include a wide range of public health control and prevention activities. Public Health works in the community to protect the food supply, water supply, air and land. We promote sanitary living conditions in housing, enforce state lead poisoning and no smoking laws and control infectious disease. We inspect food establishments, pools, beaches, motels, recreational camps for children and septic system installations.

### **Public Health Department and Ipswich Board of Health**

The Director of Public Health is appointed by the Town Manager and carries out the duties and responsibilities of the Board of Health and oversees the Public Health Department. The Public Health Nurse's responsibilities include infectious and communicable disease surveillance, investigation, reporting and control, case management for tuberculosis patients and their contacts, organizing an annual immunization clinic for influenza and monthly wellness clinics, providing health education and promoting disease prevention programs.

The Board of Health sets the health policy for the town which is carried out by the Public Health Department staff. The Ipswich Board of Health is comprised of three members appointed by the Town Manager for 3 year staggered terms. The Board of Health meets once a month, typically the first Monday of the month. From January 1, 2016 through June 30, 2016, the Board members were

Susan Hubbard, Chairperson, and members Dr. Spencer Amesbury and Margaret McDermott. Effective July 1, 2016, Dr. Susan Boreri replaced Dr. Spencer Amesbury on the Board of Health.

In 2016, in addition to enforcing state and local regulations, the Public Health Department also provided community health programs that keep people healthy and promote healthy behaviors. Our community health programs include:

**Influenza Vaccination Clinics-** This past season the clinic was open to individuals 19 years of age and older. A total of 116 people were vaccinated through our clinic.

**Wellness Clinics-** On the second Wednesday of each month the Public Health Nurse, Pamela Lara, runs monthly Wellness Clinics at Oak Hill Apartments from 9am-10 am and at 6 Caroline Avenue from 10am-11:30am. This program is offered free of charge to residents of all ages. Clinic assessments include blood pressure, heart rate and rhythm, weight, auscultation of lungs, medication review, psycho-social needs assessment, in addition to answering any health related questions you may have.

**Dental Clinic-** Our fifth year of offering a dental clinic was a success. Polished LLC held clinics on April 20, 2016, June 16, 2016 and July 13, 2016. Polish LLC provides free dental screenings, cleanings, sealants and fluoride for children. Adults are able to receive screenings and cleanings for \$49.

**Sun Safety-** The goal of Sun Safety is reducing skin cancer rates in the region by educating people about the harmful effects of ultraviolet radiation and offering ways for people to minimize their exposure to it. Starting with National Ultraviolet Safety month (July) and continuing through the rest of the summer, we provide Sun Safety brochures to our residents. Since 2015, the Public Health Department has been collaborating with Lahey Health to bring to Ipswich their Slip Slop Slap Program which encourages sun safety for children. Over 100 plus kits were distributed to campers at Ipswich Summer camps which include Summer Quest, YMCA Sports Camp and Appleton Farms Camp.

**Food Safety-**A training for operators of temporary food establishments was provided. The Ipswich Public Health Department wanted to help community organizations planning these events understand state food regulations and safe food handling. Temporary food events can present special challenges since they may operate either indoors or outdoors and often have limited physical and sanitary facilities available. The training covered the applicable state regulations, food safety, the application process and the inspection process.

**Emergency Preparedness-** Since 2003, the role of Public Health has included being a partner in emergency planning. The Public Health Department is responsible for developing emergency preparedness plans for emergency dispensing sites which will dispense vaccine or medication to the residents within its community in response to an infectious disease outbreak such as an influenza pandemic or a bioterrorism event. Since 2015, the Massachusetts Department of Public Health established six regional Health and Medical Coordinating Coalition (HMCC) to promote cross-disciplinary planning and support for public health and medical response across the Commonwealth during emergencies and disasters. Ipswich is part of HMCC Region 3. A Health and Medical Coordinating Coalition (HMCC) is a multi-agency coordination entity that supports

public health and medical services at a local and regional level. The goal of HMCCs is to ensure planning and capacity-building across five core disciplines: acute care hospitals, community health centers and large ambulatory care organizations, emergency medical services, local public health, and long term care.

**Mosquito Control-** The Northeast Massachusetts Mosquito Control and Wetlands Management District (NEMMC) has thirty-two subscribing municipalities, including Ipswich. Their mosquito control and surveillance program runs from the middle of the spring until the beginning of the fall. NEMMC creates a Vector Management Plan (VMP) for the Mosquito Control District and a Best Management Practice Plan (BMP) for each of the municipalities within its District annually. District control efforts focus primarily on adult mosquito surveillance, virus testing and preemptive virus intervention strategies. The Mosquito Control Best Management Practice Plan for Ipswich is reviewed and approved by the Board of Health annually. Every year the main control measures in Ipswich's BMP include aerial salt marsh larviciding, catch basin treatments, inspections and adulticiding, if West Nile Virus or Eastern Equine Encephalitis is detected in mosquitos in Ipswich.

**Substance Abuse Prevention-** Cape Ann and Beverly received a grant and the goal of the grant is the prevention of first use of alcohol and other drugs by youth and young adults. Ipswich was invited to become a member of Substance Abuse Prevention Collaborative (SAPC), the collaborative that grew out of the grant. SAPC allows for resource sharing and capacity building of prevention activities. A Memorandums of Understanding between the collaborative and the Public Health Department was signed in 2016.

#### **Other Public Health Department Functions:**

**Septic Betterment Program** - The proceeds of a loan from the Massachusetts Water Pollution Abatement Trust and the Massachusetts Department of Environmental Protection are being utilized to help homeowners comply with Title 5, 310 CMR 15.000 of the State Environmental Code by providing financial assistance to homeowners to upgrade or repair their septic system. Ipswich homeowners with failed septic systems are able to apply for a Betterment Loan under the Town's Septic Management Betterment Program. By the end of 2016, more than \$561,000 had been disbursed to homeowners. The Director of Public Health serves as the Septic Betterment Program Coordinator.

**American with Disabilities Act (ADA)** - The Director of Public Health also serves as the ADA Coordinator. The ADA Coordinator oversees the town's efforts to comply with the American with Disabilities Act and handle disability based discrimination complaints. Since January 26, 1992, municipal governments must provide equal opportunity for persons with disabilities in their programs, activities, and services.

**Weights and Measures** - The Sealer of Weights and Measures ensures the integrity of market place purchases of goods and commodities. All commercially used measuring and weighing devices, such as gasoline meters, scales, and scanners are annually tested and certified by the Sealer of Weights and Measures as mandated by state law. For Ipswich, this service is provided by the Massachusetts Division of Standards under a contract that is overseen by the Director of Public Health. Starting in July of 2016, oversight of this contract was moved to the Building Department.



### Sealer of Weights and Measures

Scales	87
Meters	65
Scanners	12
<b>Total</b>	<b>164</b>

### Licenses and Permit Issued

Food Service	74
Retail Food	34
Caterer	9
Temporary Food	116
Bed and Breakfast	2
Residential Kitchen for Retail	1
Mobile Food	4
Farmers Market	4
Frozen Desserts	3
Bottling of Nonalcoholic Carbonated Beverage	1
Septic Haulers	28
Septic Installers	44
Septic System Inspectors	16
Pasteurization of Milk	1
Swimming Pools	9
Recreational Camps/Children	3
Motels	3
Biological Haulers	1
Tobacco	11
Funeral Directors	2
Disposal System Construction	87
Well Permits	10
Beaches	6
Beaver	4
Trench Permits	60
Recombinant DNA Registrations	2
<b>Total Licenses and Permit Issued</b>	<b>535</b>

### Loans

<b>Total Betterment Loans</b>	<b>3</b>
-------------------------------	----------

### Health Inspections and Investigations

Bathing Beach Water Testing	58
Deep Hole Observations	88
Food Establishment Inspections	333
Housing Inspections	95
Lead Determinations	0
Motels	4
Nuisance, Health, and Environmental Complaints	6
Occupancy Inspections	24
Percolation Tests	40
Recreational Camps for Children	3
Septic System Inspections	163
Swimming Pool Inspections	25
Title 5 Inspection Reports	92
<b>Total Health Inspections and Investigations</b>	<b>931</b>

### Plan Review

Building Plan Review	343
Food Plan Review	22
HACCP Plan Review	2
Septic As-Built Review	43
Septic Plan Review	108
Well Plan Review	10
<b>Total Plan Reviews</b>	<b>528</b>

### Community Health Programs

Seasonal Influenza Immunizations	116
Wellness Clinics	24
Dental Screenings	26

### **Disease Surveillance**

Animal Bites	13
Babesiosis	2
Campylobacter	4
Ehrlichiosis	1
Giardia	1
Group B Streptococcus	1
Hepatitis B	3
Hepatitis C	14
Human Granulocytic Anaplasmosis	3
Influenza	15
Lyme	50
Mumps	1
Norovirus/Calici Virus	2
Rocky Mountain Spotted Fever	2
Salmonella	6
Zika	1
<b>Total Disease Surveillance</b>	<b>119</b>

\*\*\*\*\*

### **DEPARTMENT OF PLANNING & DEVELOPMENT**

Glenn C. Gibbs, Director

The Department of Planning & Development guides the development and conservation of land in Ipswich via the regulatory process, the preparation and implementation of long-range plans, and by providing support and guidance to the following boards and commissions: Planning, Design Review, and Affordable Housing Trust Fund Boards; Conservation, Historical, Agricultural, and Architectural Preservation District Commissions; Housing Partnership; Open Space Committee; Zoning Board of Appeals; Board of Selectmen, and various ad hoc committees. In addition to the regulatory support, the Department undertook a number of initiatives in 2016, including:

- Under the guidance of Planning & Development Director, pursued several economic development initiatives, including: (1) oversaw successful installation of 22 wayfinding signs throughout town; (2) wrote and presented concept to Selectmen and the business community for development of a town-wide marketing plan; (3) gained support of Town Manager for creation of Downtown Riverwalk Extension Task Force, selected members, held several meetings, and reached consensus on design approach for extension of riverwalk and creation of pocket park along southerly side of Ipswich River; and (4) obtained free technical assistance from the Metropolitan Area Planning Council relative to the reconfiguration and redevelopment of the Hammatt Street Parking Lot.
- Under the direction of Senior Planner, (1) drafted three zoning articles for consideration by special town meeting (see Planning Board report for more information); (2) oversaw

completion of Old North Burying Ground preservation master plan; (3) managed Town involvement with Ipswich Mills Dam removal feasibility study; and (4) prepared draft update of the Community Development Plan (CDP)'s Housing Profile and kickoff of CDP update.

- Under the direction of Open Space Program Manager, partnered with Essex County Greenbelt and MA Fisheries and Wildlife to purchase the 128-acre Pony Express Farm on Candlewood Road for conservation and recreation purposes. The Town's primary interest was in the portion of land containing a large polo field and other land suitable for athletic field development. Obtaining property to support youth sports has been a Town objective for over ten years, and the highest priority of the open space program since 2011. Greenbelt negotiated a purchase and sales agreement with the property owner in October, contingent on all three partners securing funding for the purchase by the end of January 2017. In December, the Selectmen scheduled a Special Town Meeting in late January 2017 to consider a \$2.38 million appropriation to purchase 30 acres of the property, and to develop four full-sized multi-purpose athletic fields at the former polo field.
- Under the direction of Open Space Administrator, with assistance from MassLIFT AmeriCorps Land Steward, Cemetery & Parks staff, and volunteers, undertook numerous open space stewardship initiatives, including: prepared management plan for Peatfield Landing; aired Nichols Field virtual tour video on website/local cable TV; created native edible plant garden at Strawberry Hill to address invasive plant issue; developed map of public trails on town-owned land and posted on website; worked with Waterways Advisory Committee on public non-motorized river access issues; supervised high school students creating self-guided trail walk at Turkey Hill Conservation Area; participated on CZM grant-funded team addressing coastal riverbank erosion, remediation, and river access; for third consecutive year, hosted Ipswich Estuary Kayak & Open Space Walk as part of Trails & Sails Event; dealt with trail easement issues/needs at Maplecroft Farm, as well at Turner Hill, in coordination with Essex County Trails Association; and addressed illegal tree cutting within Great Neck Conservation Area and on conservation land off Bush Hill Road.

## **PLANNING BOARD**

Heidi Paek, Chair

The Planning Board ("Board") leads long-term planning efforts for the Town, which include preparing plans for the use of land and the allocation of resources. With the support of Senior Planner Ethan Parsons, the Board implements planning activities by preparing zoning regulations for consideration by town meeting and by suggesting policies to other boards and departments. It also regulates much of the Town's land development activity, including: non-residential projects under site plan review; multi-family residential and certain commercial/industrial special permit applications; subdivisions; and scenic road alterations.

The Board's principal long-range planning activity in 2016 was the initiation and development of three zoning amendments for the special town meeting: (1) comprehensive revision of sign regulations to increase their flexibility and enhance their clarity; (2) revisions to four separate housing-related housing provisions to enhance their effectiveness and utility; and (3) three miscellaneous changes, one of which simplified the approval process for certain retail uses. Two of the three amendments were adopted; the proposed housing-related revisions, despite receiving the support of 64% of town meeting voters, failed to meet the 2/3 majority requirement by six votes.

The Board also supported a citizen's petitioned amendment to the Wireless Overlay District regulations and zoning map; the approval of which paved the way for the installation of a wireless monopole to enhance cellular service along Topsfield Road and its environs.

The Board reviewed and approved a variety of projects in 2016, including the Ipswich Junction development at 116 County Road (consisting of an office, brewery and Aubuchon Hardware), a ten-unit\* addition to the multifamily development at 195-199 High Street, an eight-unit\* addition to the multifamily development at 48 Market Street, renovation and reuse of the former Town Hall at 30 South Main Street into 11 residential units\* and an office, a new building for O'Reilly Auto Parts at 80 Turnpike Road, a mixed-use development at 62 Central Street, and the conversion of eight accessory buildings into dwelling units at various locations in town.

	Special Permit Applications	Site Plan Review Applications	Approval Not Required Plans	Scenic Road Alteration Applications	Project Modification Requests
New applications	21**	-	4	6	16
Decisions rendered (including applications submitted in 2015)	25**	1	4	6	16

Heidi Paek and Jay Stanbury continued to serve in 2016 as the Chair and Vice-Chair, respectively, along with members Kathleen Milano and Keith Anderson and associate member Carolyn Britt. At mid-year, Cathy Chadwick completed her second term and left the Board after ten years of committed service. She was replaced by Jim McCambridge, a retired attorney with a wealth of government experience.

---

\*Includes one affordable unit.

\*\*Some special permit approvals also included site plan review approval.

## **CONSERVATION COMMISSION**

Jennifer Hughes, Chair

The Commission engages in a variety of activities on behalf of the town, including land conservation. Most of its time, however, is devoted to its formal role as the local environmental regulatory board responsible for implementing the Massachusetts Wetlands Protection Act and the Ipswich Wetlands Protection Bylaw.

The Commission is supported by Conservation Agent Alicia Geilen, part-time Conservation Assistant Gail Surpitski, and part-time Conservation Field Inspector Bill Decie. Staff assistance includes responding to citizen queries and realtor requests, responding to potential violations, ascertaining need for filings, and inspecting sites before and after Commission review.

The Commission met 23 times in 2016, acting upon a wide range of official filings and requests. As shown in the table below, the level of activity was comparable to that of the past two years, except for the issuance of orders of conditions and certificates of compliances, which increased by more than one-third.

<b>ConCom Activity</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>Avg.</b>
Citizen Queries (at ConCom meetings)				11	16	<b>13</b>	13
Orders of Conditions Issued	27	33	31	29	26	<b>38</b>	31
Certificates of Compliance Issued	24	27	11	39	37	<b>55</b>	32
Extension Permits Issued	4	6	0	2	4	<b>8</b>	6
Orders of Resource Area Delineation Issued	5	1	0	2	1	<b>1</b>	2
Determinations of Applicability Issued	35	33	27	32	53	<b>28</b>	35
Enforcement Actions Initiated	9	16	7	17	38	<b>9</b>	16
Formal Amendments Issued				3	3	<b>2</b>	3
Minor Modifications Issued				12	11	<b>14</b>	12
Emergency Certifications Issued				1	2	<b>5</b>	3
Enforcement Orders Lifted				8	21	<b>4</b>	11
Small Project Permits				NA	NA	<b>14</b>	14
Building Permit Applications Reviewed				180	234	<b>228</b>	214
Chicken Coop Permit Applications Reviewed				13	1	<b>2</b>	5

Conservation activities of particular note in 2016:

- Revised and adopted regulations in support of the Ipswich Wetlands Protection Bylaw amendments approved by the fall 2015 Special Town Meeting.
- Through Conservation Agent's initiative, with support from DPW, Utilities, Open Space, and the Ipswich River Watershed Association, obtained \$63,300 grant from MA Coastal Zone Management to undertake pilot study of coastal bank erosion along Ipswich River between the Ipswich Mills dam and the Town Wharf.
- Initiated effort to improve interoffice communication, with intention of improving Conservation Office efficiency while enhancing overall customer service in Town Hall.
- Commission member William McDavitt left the Commission in June after six years of dedicated service. His passion for the environment will be missed. His seat was filled Will Paulitz, a civil engineer who has brought to the Commission a much appreciated attention

to detail. Besides the chair, the other Commission members are vice-chair Sissy Ffolliott, David Standley, Brian O'Neill, Catherine Carney-Feldman, and Michele Hunton.

In closing, the Commission acknowledges the passing of former chair Lillian North in 2016. As David Standley observed, "For the 13 years she chaired the Commission, Lillian carried its work load, doing the work of the agent we didn't have, writing Orders, and unstintingly serving the town." Awarded the Massachusetts Association of Conservation Commissions' Leadership Award for her "tireless efforts and unique enforcement strategy," Lillian was, in the words of former member Chip Nylen, a "great advocate who stood up to every challenge and had a way of doing what was right."

## **HISTORICAL COMMISSION**

John Fiske, Chair

The Ipswich Historical Commission (IHC) had a busy and productive year in 2016. As chair, I would like to thank our staff assistant, Ethan Parsons, as well our members who contributed so much to our achievements: Bryan Townsend, Laura Gresh, Stephen Miles, Casey Wright, Chris Morse, Lee Hathaway, and alternates Gordon Harris, Ruth Strachan, and Lynda Rieman. Casey stepped down from the Commission after four years of active service, while Lynda and Lee joined. We acknowledge Casey for his valuable contribution, and welcome Lee and Linda.

Activities with which the Commission was involved in 2016 included the following:

*Conversion of Old Town Hall into Residences and an Office:* The IHC determined that structural changes associated with the change of use did not contravene the requirements of the Preservation Restriction jointly held by the IHC, the Town and the Massachusetts Historical Commission (MHC). The IHC proposed changes to the language of the Restriction to take account of the change of use, which was approved by the MHC. The IHC also worked closely with the developer and the architect to ensure that all new windows and other necessary changes are historically appropriate.

To tell the architectural and social history of the building from 1833 to the present, the IHC designed two historical interpretive signs, one to be installed as a freestanding sign in the front yard of the building, and the other attached to the building near its entrance off Elm Street. The cost of fabricating the signs will be paid by the project developers, as a condition of their Planning Board special permit.

*Implementation of the Demolition Delay By-law:* The IHC received six applications for a Permit to Demolish, for buildings at 20 Turkey Shore Road, 62 North Ridge Road, 79 Labor in Vain Road, 1 Jay Lane, 12 Woods Lane, and 19 Brown Square. The IHC determined that none met the criteria to be "preferably preserved," and thus did not exercise its delay authority. One positive outcome was that the IHC's consideration of the cottage at 79 Labor in Vain Rd. resulted in it being saved and relocated to a nearby property.

*Historical Interpretive Sign for the South Green:* The IHC designed an interpretive sign for the South Green that details its military, educational and agricultural history. The sign was approved by the Selectmen, and will be installed in late spring 2017.

*Ipswich is First...Period:* The IHC arranged for a lecture by Peter Cook on “Farming in the First Period” at this annual celebration organized by the Department of Re-creation and Culture. Peter Cook was Chief Curator at Plimoth Plantation and was also a curator at the Boston MFA. Appleton Farms provided the venue for the lecture and contributed to its publicity.

*Appleton Farms and the National Register of Historic Places:* The IHC assisted the Trustees of Reservations with an application to include Appleton Farm on the National Register of Historic Places. The IHC will recommend to the MHC that Appleton Farm be added to the Register.

*Web Presence:* The IHC and the Town Historian continued working together on the very successful website at [historicipswich.org](http://historicipswich.org). In 2016 the IHC site received 24,742 visitors and 57,937 page views, a 6% increase in views from the previous year.

*Video:* The IHC cooperated with the Ipswich Museum on the production of a video about the 18<sup>th</sup>-century Ipswich chair maker, John Gaines. The video is now on the IHC website, the Ipswich Museum website and YouTube.

*Restoration of Old North Burial Ground:* The IHC continued its support of the Town’s efforts to implement the recommendations of the 2015 preservation plan for this major, multi-year project.

*Ipswich Mills Dam Removal Feasibility Study:* The IHC is represented on this study group and members observed last summer’s draw-down at the dam for evaluative purposes.

*Wayfinding Signs:* The IHC contributed to decisions about color and content of certain signs.

*The Public Art Committee:* The IHC is represented on this group and played a role in the final siting of the sculpture “High Spirits” on the North Green.

## **IPSWICH HOUSING PARTNERSHIP**

Don Greenough, Chair

## **AFFORDABLE HOUSING TRUST FUND BOARD**

Jim Warner, Chair

The mission of the Ipswich Housing Partnership is to promote, preserve, and create affordable housing in a manner consistent with the Town’s long-term planning documents. The Partnership meets monthly with the Affordable Housing Trust Fund Board, which administers the Fund’s monies for affordable housing purposes. Besides the chair, Partnership members are: Ed Dick, Jim Warner, Jim Kroesser, Michael Jones, Ingrid Miles, Kathy Lampropoulos, and Richard Kallman. As prescribed by its articles of incorporation, three of the Board members (Warner, Jones, and Kroesser) are also members of the Partnership. Selectman Nishan Mootafian and Ethan Parsons (as the Town Manager’s designee) are the other Board members. Charlie Allen, the Partnership’s long-time chair, stepped down in 2016, while Lampropoulos and Kallman were appointed. We thank Charlie for his outstanding service, and welcome Rich and Kathy!

With the support of Affordable Housing Coordinator Terry Anderson, the activities of the Partnership and the Trust Fund Board in 2016 included:

- Continued operating Home Rehabilitation Loan Program, established five years ago to assist low and moderate-income homeowners with home repairs. In 2016 the program funded four rehab projects. Improvements included installing new heating systems and insulation,



bathroom and masonry repairs, and window/roof replacements. Three of the four homes are occupied by senior citizens.

- Collaborated with North Shore Habitat for Humanity on the construction of two affordable condos at 6-8 First Street, which are now occupied by two five-person households.
- Worked with planning staff on proposed modifications to the infill housing zoning provision with intent of expanding opportunities to develop single-family houses that would be affordable to households with mid-range incomes.
- Made recommendations to the Planning Board regarding affordability requirements for several development projects, including the 11-unit conversion of the former town hall at 30 South Main Street, a four-unit mixed-use building at 62 Central Street, and an eight-unit multi-family building at 48 Market Street.
- Provided feedback to developer and Mass Housing Partnership on proposed 40-unit 40B housing development at 30-34 Town Farm Road.

The Trust Fund Board exercises prudence in awarding loans and in managing the Trust's funds, but declining revenues have reduced the Fund's year-end balance to just under \$40,000. Fortunately, the Trust Fund Board expects to receive funds from at least one revenue source beginning later this year and for the next couple of years.

## **OPEN SPACE COMMITTEE**

Wayne Castonguay, Chair

The Open Space Committee will remember 2016 as the year that led to the acquisition of the Pony Express Farm in early 2017, a signal achievement in the Town's land conservation efforts. In partnership with Essex County Greenbelt Association (ECGA) and the state Division of Fisheries and Wildlife, the Town of Ipswich will preserve and secure public access to 128 acres of picturesque farmland and woodlands, while also expanding considerably the holdings of Town-owned athletic fields. Dozens of acres of valuable tidal, wetland, and river habitat add significant benefits for resource protection.

Starting in the spring, when the estate of the Pony Express property expressed interest in selling it for conservation and recreational purposes, the OSC and town staff began working with Greenbelt and Fisheries and Wildlife on a plan to collectively buy it and divide the ownership based on the needs and interests of each. The Committee's efforts included requesting support from various Town boards, writing letters to the editor and guest columns in the print media, reaching out to voters through social media, traditional canvassing, word of mouth, and attending site walks at the property. The successful acquisition in early 2017 capped 12 years of effort on the part of the Athletic Fields Study Committee, which worked closely with the Open Space Committee for the better part of a decade to identify potential athletic field sites. The Town now has a location ready-made for adding four new multi-purpose athletic fields and potentially two additional fields in the future.

The year also marked the beginning of a new chapter for the program under Open Space Program Manager Michelle Vaillancourt, who started in December of 2015. Within months Michelle

became immersed in a high stakes land deal and all its contentious debates. She performed admirably and emerged successful, which we see as a good omen.

The Committee went about its regular business elsewhere, reviewing parcels on the bond list and weighing in on other consequential transactions, including advocating for the Trustees' successful acquisition of the Steep Hill parcel on Crane Beach. Communicating the importance of open space to the town continues to be a primary function of the Committee, and so educational efforts continued apace, with projects such as the farmer's market information table managed by OSC member Bill Holton. The program also published a new brochure that summarizes in-town land preservation efforts and their benefits. In November, OSC members participated in and presented at the first ever Essex County Open Space Conference, organized by Greenbelt and held in Haverhill.

The Committee said goodbye to member Casey Wright, but welcomed Gordon Harris as a new member and Andy Cockrell as an associate member. As always, the efforts of Open Space Administrator/Stewardship Coordinator Beth O'Connor provided essential support to monitor and maintain the properties already acquired or preserved.

## **AGRICULTURAL COMMISSION**

Jay Stanbury, Chairman

The mission of the Agricultural Commission ("Commission") is to support the Town's significant agricultural community and resources by encouraging and participating in the pursuit of sustainable agriculture and agriculturally-based economic development opportunities, representing the farming community in town government as well as the larger community, and acting as a facilitator, advocate, and educator on farming issues.

The Commission met monthly in 2016, except for a summer hiatus, and its actions included:

- Continued public outreach efforts by partnering with the Open Space Committee on an informational booth at the weekly Farmers Market last summer.
- Successfully petitioned the Ipswich Board of Health to repeal a regulation that prohibited residential kitchens from preparing certain foods for retail sale.
- Hosted guest speakers from the Mass Farm Bureau and the Mass Association of Agricultural Commissions and State Senator Bruce Tarr and Representative Brad Hill to discuss issues and proposed legislation affecting local agriculture.
- Met with Essex County Greenbelt to discuss agricultural use at Pony Express Farm, and advocated for continued agricultural use of property at special town meeting.
- Hosted guest speaker from Ipswich High School to discuss relationship between pesticide use and pollinator species such as honeybees.
- Continued expanding its mailing list of "Friends of Farmers," individuals who are interested in supporting agriculture in Ipswich and being involved in the Commission's activities.

Besides the chair, the Commission's members are Royce Knowlton, Cathy Chadwick, Donald Galicki, Cole Desmond, Ed White, and Norm Swanson.

## **ZONING BOARD OF APPEALS**

Robert Gambale, Chairman

Benjamin Fierro III, Vice-Chairman

The Zoning Board of Appeals (“ZBA”) is a five-member adjudicatory Board with two associates; all are appointed by the Board of Selectmen. Full members serve for five years; associate members are appointed to one-year terms.

The ZBA acts on all matters within its jurisdiction as defined in MGL Chapter 40A and the Ipswich Protective Zoning Bylaw, which include special permit applications for non-conforming uses and structures, appeals from decisions of the Building Inspector, petitions for zoning variances, and applications under the Comprehensive Permit Statute (MGL c.40B).

In 2016 the ZBA heard four appeals of Building Inspector decisions (two were upheld and two withdrawn); 17 special permit requests, of which 13 were granted and four withdrawn; and ten variance petitions, of which five were granted, two withdrawn, and two remain under consideration at year’s end.

The Zoning Office is staffed by part-time assistant Marie Rodgers, who provides the ZBA with administrative, technical and comprehensive support, including the management and coordination of all aspects of petition-related activities and requirements.

Several membership changes occurred in 2016. Bill Page stepped down after six years of dedicated service, and associate member Bob Traggert departed as well. They will both be missed. Associate member Becky Gayton was appointed as a full member, and Rob Clocker joined as an associate in October. The other members are Roger LeBlanc and Lewis Vlahos.

## **DESIGN REVIEW BOARD**

Ken Savoie, Chairman

The Design Review Board (“DRB”) is a seven member board charged with preserving and enhancing the Town’s cultural, economic and historical resources by providing advisory design reviews of certain land uses, such as community facilities, commercial or industrial buildings that require site plan review or special permit approval, and multi-family developments. Members in 2016 were Ken Savoie, Laura Gresh, Mitchell Lowe, Jeffrey Anderson, Robert Weatherall, Rue Sherwood, and Linda Riley. Staff support was provided by Ethan Parsons.

The DRB met six times in 2016, reviewing and making recommendations to the Planning Board on several significant projects, including the redevelopment of 116 County Road into a medical office, retail and brewery site; a 10-unit addition to an existing multifamily dwelling at 195-199 High Street; an eight-unit multifamily project at 48 Market Street; a 10-residential unit and one apartment unit reuse project at 30 South Main Street (former Town Hall/District Court); a new O’Reilly Auto Parts building at 80 Turnpike Road, and a mixed-use project at 62 Central Street.

## **ARCHITECTURAL PRESERVATION DISTRICT COMMISSION**

Chris Morse, Chairman

Mitchell Lowe, Vice-Chairman

The Architectural Preservation District Commission (APDC) was established in 2015 after the 2014 Special Town Meeting approved a bylaw creating an Architectural Preservation District (APD) to preserve the Town's unique architectural heritage. Besides the chair and vice-chair, its members are Nancy Carlisle, Peter Bubriski, John Fiske, Ruth Strachan, and Will Thompson. The APDC provides advisory review to homeowners within the APD seeking to undertake alterations on their homes. For renovations involving demolition or substantial exterior alterations to Contributing Properties, or for new construction, the APDC holds a public hearing, and its decisions are binding. Property owners in these instances receive a Certificate to Alter if the APDC determines that the alterations satisfy APD Design Guidelines and the design criteria established in the bylaw. Owners making alterations that require a Certificate to Alter often seek advisory review for other improvements that do not.

In 2016 the APDC granted Certificates to Alter to the owners of the following properties:

**10 North Main Street:** The project entailed the conversion of a carriage house to a two-bedroom dwelling on the property of the Ebenezer Stanwood House (c.1747). The Certificate to Alter allowed the redesign of some of the fenestration at the rear of the building, along with the addition of a bulkhead for Fire Department access.

**84 High Street:** The project entailed the conversion of a stand-alone accessory structure to a one-bedroom guest house. The Certificate to Alter clarified exterior materials to be used, and accepted the replacement of a pair of doors facing High Street with stylistically compatible windows, a pair of large doors and an elongated low-profile dormer along the north elevation.

**30 South Main Street:** The developer proposed renovations to the former Town Hall building, a Greek Revival structure built in 1833 and enlarged around 1876, as part of its conversion to 11 dwelling units and one office. In issuing the Certificate to Alter, the APDC suggested several minor changes to fenestration, which the owner incorporated into the final design.

**39 Summer Street:** The Certificate to Alter approved renovation work to the Foster Grant House (1717). The work included the addition of a Beverly Ell facing Summer Street, and extensions at the rear of house to facilitate the enlargement of kitchen, living and dining areas.

**11 County Street:** The APDC granted a Certificate to Alter to the owners of the Bennett-Caldwell House (1725) to demolish a 20<sup>th</sup> century single-car garage attached to the house.

**15 County Street:** The owners of the Rev. Levi Frisbie House (1788) proposed work to address impacts to the first floor caused by needed foundation repairs. In granting the Certificate to Alter, the APDC recommended that the original trim be maintained to the greatest extent possible.

**19 High Street:** The project entailed the construction of a two-car garage facing High Street, adjacent to the Victorian John Blake House (c 1884). The Certificate to Alter resulted in changes to the garage door type and style, fenestration scale and rake configuration.

The APDC provided solely advisory reviews to the owners of the following properties:

**78 County Road:** The owners of the Samuel Wade House (1831) wished to remove and replace the top four feet of two existing chimneys for needed repair work. The APDC accepted the proposed chimney caps, advised that new brick match the existing, and that red mortar be used.

**4 East Street:** The owners of the former Methodist Parsonage (1830) sought to remove an Italianate canopy over the main entrance of the house and replace with one of Greek Revival Style. The APDC persuaded the owners to keep and repair the existing canopy. Even though the canopy is not original to the house, it represents one of the better examples of its type in Town.

\*\*\*\*\*

## **RECREATION DEPARTMENT**

Kerri Bates, Recreation Director

Ipswich ReCreation & Culture celebrates history, heritage, arts and culture with events and programs throughout the year. Summer Solstice Labyrinth Walk marks the official start of summer on Crane Beach! Join us for a drum circle and beach bonfire on the longest day of the year. Summer, bring it on! We take the show on the road on Independence Day with our Fourth of July Parade! Marching along historic High Street, down scenic Water Street, we gather on the steps of Town Hall to hear claim "Ipswich: The Birthplace of American Independence!" Together we stand, in red, white, and blue. Take sight of the magnificent Choate Bridge glowing after dark from the Ipswich Riverwalk. We dance under the stars becoming one with the hustle and bustle of the Ipswich History Mural; it's Downtown Tuesdays!

Ipswich Farmers Market brings nourishment to the Common. Gather provisions in the company of neighbors and friends, in the cool green grass of the historic Hall Haskell House. Take a deep breath; life is good. September brings return to routine from which Ipswich Arts & Illumination offers reprieve, inviting all to gather once again by the communal fireside to bid "so long" to summer's splendor together we exhale a final "hurrah" as we prepare to cozy-up for long winter nights indoors. Oh, Autumn! The colors, the smells! We remember the comforts of home and celebrate Thanksgiving, highlighting history with Ipswich is First...Period. An homage to harvest, hearth, and home. Ipswich Evergreen rounds out the annum with wreath making, music and merriment on the common. Walk the Winter Labyrinth between the Solstice and New Years Day at the Hall Haskell house

Ipswich Community Contra Dances Music by "Egrets Only are held each month from November to May on a Friday evening at the town hall. Fun to watch and more fun to join in, it attracts a growing crowd of regulars! Traditions new and old are the name of the game at Ipswich ReCreation & Culture. Local Color and the Crane Beach Color Blast enter the line-up. Think of it as the Spring answer to the Autumn Illumination.

Community is a function of collaboration. Ipswich ReCreation & Culture is all about collaborations. In partnership with the Birth to Three Family Center, Ipswich Public Schools, and the Ipswich Family YMCA we support after-school enrichment through A.C.E., D.E.E.P., Tiger Den and Fit Crew. At the High School we work to build bridges supporting the Community Service program. In collaboration with a variety of IHS clubs we screen feature Films that serve as both as fun and fundraisers. The Ipswich Visitor Center allows us to reach beyond our own community. Our volunteers welcome visitors, seven days a week May - October. ReCreation is fun, for sure, but it is so much more. It is the means by which we weave social networks, forge business partnerships, share ideas and inspire one another!

For a constant newsfeed of enrichment opportunities; “Like” Ipswich ReCreation & Culture and Ipswich Visitor Center on Facebook. Don’t miss a thing, subscribe to the Ipswich Events Calendar, found under the EVENTS tab on the towns award winning website. While there, sign up for R&C “News Flashes” under the “NotifyMe” tab.

\*\*\*\*\*

## **COUNCIL ON AGING**

Sheila Taylor, Executive Director

A wide variety of programs for senior citizens of Ipswich were provided under the umbrella of Council on Aging Services.

The Senior Center operated weekdays, 8:00-4:00, at the Town Hall. Three part-time receptionists welcomed guests, answered the phone, and assisted with the daily operation of the center. Regular programs included a book discussion group, bridge and card groups, knitting and quilting groups, art classes, inter-generational program, various dining programs, and a single friends group. Health-related programs included monthly health screenings, weekly blood pressure clinics, nutrition programs, polarity, reiki, hearing clinics, and podiatry clinics. Exercise and fitness programs included yoga, tai chi, exercise, line dancing, swimming, ping pong, golf, basketball, and pickle ball. The Travel Club embarked on international trips, overnight national trips, and day trips to various locations throughout the year.

Special offerings included presentations on elder care issues, driver safety programs, a summer picnic, holiday parties, computer classes, painting and drawing classes, speakers on a variety of health, financial and legal issues, social gatherings for special observances and classes for a wide range of interests. A monthly newsletter written by the Director reached over 3600 elders through support of local advertisers and a grant for postage. Mr. & Mrs. Fix-it programs help seniors with minor repairs and light alterations. A Caregivers’ Support Group helped those dealing with frail elders. The Director continued to coordinate the Senior Citizen Property Tax Work-Off Program which employs fifteen seniors. A seven-member TRIAD Council consisting of local police, fire, community service personnel and seniors offered safety awareness programs geared towards elders within our community. Special topics this year included emergency preparedness, CPR, First Aid, de-cluttering and energy conservation.

A handicapped accessible, 14-passenger van provided local transportation to Ipswich seniors. Ipswich senior citizens were provided approximately 4,900 one-way rides on the COA van, logging almost 17,000 miles of service. The Friends group continued to raise funds and support projects that fell outside of the COA budget. The Friends also contributed to a Christmas party for 190 seniors held in the gymnasium of the Town Hall. Grants from the Executive Office of Elder Affairs and the Coburn Charitable Society provided funding toward newsletter postage, volunteer mileage reimbursement and a volunteer recognition luncheon. Project Warm Home, a COA fuel assistance program funded entirely by private donations, provided fuel assistance to 19 senior households.

The Outreach program enlisted a corps of 20 volunteers who provided 1,490 hours of volunteer service to local elders. This program also provided volunteers who drove senior citizens over 12,000 miles to out-of-town medical appointments. Other services of the outreach program included social visits, friendly phone calls, help with chores, and guidance in making personal, medical, housing and financial decisions. Other assistance programs included Money Management and Bill Paying for elders, healthy pet care and free income tax preparation provided by trained AARP volunteers. A SHINE counselor provides information and guidance regarding health insurance information. A 7-member board council met monthly to review programs and operations and plan additional offerings.

\*\*\*\*

## **DEPARTMENT OF VETERANS' SERVICES EASTERN ESSEX DISTRICT**

Karen F. Tyler, District Director

This department is charged under Chapter 115 Massachusetts General Laws with providing services to veterans, their survivors and dependents. Principal workload under state law includes the administration of aid to veterans and dependents. Communities fund this program, which is subsequently 75% reimbursed the following fiscal year by the Commonwealth. This is a need based program and the department is required to conduct periodic comprehensive review of the cases to insure no substantive facts have changed, while working with the veteran to identify alternative or long-term solutions to individual circumstances. Under state law the department also assists qualified veterans to obtain bonuses, and qualified veterans, widows and parents to obtain state annuities, property tax abatements, and other benefits.

The Veterans' Services program also mandates extensive interaction within the local community, State Department of Veteran Services, and the Federal Department of Veterans' Affairs. The Veterans' Service Officer (VSO) assists veterans and their dependents in filing for pensions, service connected injury/illness compensation, dependency indemnity compensation for survivors, VA healthcare enrollment, insurance claims, decedent claims, and many other issues. Federal benefits processed by this department are paid directly to those eligible to receive the assistance or entitlement. Additionally, the department interacts within the federal community to correct military records, obtain needed documentation and insure veterans/dependents receive awards and recognition to which entitled.

The Director and the Assistant to the Director advocate for veterans' on issues at the local, state and federal level, interact with elected and appointed officials on issues, and work with local organizations in serving the community. The Veteran Service Officer is certified by the State to be the VSO.

In the year 2016, Veteran Services averaged a case load of 40 Veteran/Surviving spouses, totaling \$324,681 in Chapter 115 Benefits. There are 144 Veterans receiving just under 2 million dollars in VA benefits.

The Eastern Essex District is composed of the Towns of Essex, Georgetown, Hamilton, Ipswich, Newbury, Rowley, Wenham and West Newbury. A Board of Directors consisting of one selectman (or designee) from each town maintains oversight. Mr. Charles Surpitski represents the Town of Ipswich on the District Board of Directors.

\*\*\*\*\*

## **UTILITIES DEPARTMENT**

### **ELECTRIC DIVISION**

Jon Blair, Electric Light Manager

#### **Energy**

The Electric Light Department provides energy to the Town of Ipswich through three different methods: ownership of generation, long term contracts, and day-ahead purchases on the open market. Diversifying the energy portfolio in this manner reduces risk and provides stable and reasonable rates. Examining the ownership portion of the energy portfolio, it can be seen that Ipswich is 56% sourced by carbon-free generation. These assets include partial ownership shares in Berkshire Wind Farm, Ipswich Wind I, Seabrook Nuclear Power Station, Millstone Nuclear Power Station, and a series of hydro projects throughout New England. The remainder of the energy portfolio is comprised of long term contracts and open market purchases, both of which draw from the regional fuel mix.

#### **Distribution**

The Electric Light Department has 15 employees and a fleet of 10 vehicles to support the needs of its customers. Under the supervision of Daniel Rowland, Distribution Foreman, the line crew maintains 3000 utility poles, 1000 transformers and over 100 miles of wire, which service 7000 meters via 3 substations.

#### **Reliability**

Reliability of electric service continues to be a major priority for the Electric Light Department. The combination of robust vegetation, active wildlife and significant storms make reliability a persistent challenge. Aggressive tree trimming is the most important activity to maintaining and improving system reliability. When power outages occur, the crew of dedicated linemen provide rapid restoration. On average, the Town of Ipswich experiences 2 outages each week, impacting 25 customers for less than 90 minutes. Ultimately, Ipswich enjoys a healthy system with strong reliability statistics.

#### **Metering**

Led by David Levesque IV, the Ipswich Utilities Department continues with the implementation of the AMI system (Advanced Metering Infrastructure) for both water and electric revenue meters throughout the town. These meters establish true two-way advanced metering infrastructure. The Mueller System fully automates the meter-reading-to-billing process for water and energy utilities, linking meters, distribution sensors and control devices in a single, highly efficient wireless mesh communication network which can provide better service through instantaneous & automatic notification of service interruptions.



## **Power plant**

The Ipswich diesel power plant continues to operate in the forward capacity market, providing 9.2 MW in the local load zone. Under our current posture, the Department is compensated for being available for dispatch when demand exceeds the normal energy supply. This capability resulted in over \$500,000 of avoided costs in 2016. The operation and maintenance of the plant is overseen by Jeffrey Turner, Assistant Power Plant Superintendent.

### **Annual Electric Sales (kWh)**

2008 sales 108,020,523  
2009 sales 106,296,811  
2010 sales 110,748,080  
2011 sales 111,777,696  
2012 sales 109,352,016  
2013 sales 110,883,614  
2014 sales 111,087,798  
2015 sales 112,171,817  
2016 sales 111,519,441

---

## **WATER & WASTEWATER DIVISIONS**

Vicki Halmen, Director

### **WATER DIVISION –**

2016 was marked by a historic drought that stressed the Town's water resources to their limits. In September, with the no end to the drought in sight, the Town requested and DEP issued a declaration of water supply emergency. This declaration allowed the Town to pump additional water from sources in the Ipswich River Watershed. Thanks to town-wide conservation efforts, source water management and timely rainfall, we did survive the drought and the Emergency Declaration was lifted in January 2017. The Water Department is continuing to work closely with MassDEP and our consulting engineer, in order to strategically develop new, and enhance existing drinking water sources. Additionally, an outdoor water use by-law is proposed for the 2017 Annual Town Meeting which would restrict use of private water sources during drought conditions and provide the Water Department with greater enforcement ability.

Construction of the Linebrook Road water main replacement project, approved in 2013, was successfully completed in 2016. The project was designed and constructed cooperatively with the Department of Public Works as part their larger scope road improvement project. The project resulted in improved system reliability.

### **2016 Water Statistics**

New Domestic Services	14
New Hydrants Installed	1
Hydrants Repaired/Replaced	36
New Water Main Installed (ft)	0
Water Main Replaced (ft)	4,225
Total Length of Water Main (ft)	498,005
Metered Water Services	4725
Unmetered Water Services (Fire Lines)	126
Residential Water Use Gallons/Capita/Day	46

### **2016 Water Usage by Source (Million Gallons)**

Reservoirs (Dow and Bull Brook)	183
Browns Well	34
Essex Road Well	37
Fellows Road Well	59
Mile Lane Well	22
Winthrop Wells	24
Total Water Usage	359

## **WATER TREATMENT PLANT**

### **Joseph Ciccotelli, Superintendent**

Manganese (Mn) remains in the spotlight and the WTP staff continues to limit the operation of our two (2) well sources with elevated Mn levels (Browns & Fellows Road Wells) for routine testing/sampling and emergency use only. The staff also monitors Mn levels at these sources daily while in operation, and in the distribution system on a monthly basis. By managing our water sources, Mn levels in the drinking water remain below the recommended Manganese Health Advisory limit (300 parts-per-billion) and continue to meet all State and Federal regulatory compliance.

In response to our Lead and Copper Rule monitoring violation (2014) and subsequent evaluation and corrective action implementation, the Town successfully completed two full rounds of sampling (60 sample-sites) in 2016 and is now fully compliant with the Lead and Copper Rule. MassDEP officially approved the Town's Lead & Copper Rule sampling plan and has reduced our sample monitoring to 30 sample-sites annually starting in 2017.

Regulatory compliance tightened by MassDEP now requires the Water Treatment Plant to replace the granular activated carbon (GAC) filter media in both of its filters annually. In 2016 the WTP started reactivating the filter media, a process that recycles the carbon previously removed from the same filter. Reactivation enables the Town to reuse the GAC and save approximately 25% of the

material cost versus a new media replacement. The reactivated media is processed to meet the same Industry Standards and Specifications as new (virgin) carbon.

Finally, our WTP generates residuals (a sludge-like by-product of the water treatment process) that need to have as much water removed as possible to facilitate disposal by recycling. We have implemented an annual maintenance program to dewater the residuals from our on-site storage lagoons through a mechanical centrifuge process. Once dewatered, the thickened residuals are transported to the Town's composting facility at the end of Town Farm Road.

## **WASTEWATER DIVISION**

### **John Parkhurst, Superintendent**

Ipswich was reissued a National Pollutant Discharge Elimination System (NPDES) permit by the Environmental Protection Agency (EPA) in 2016. This 5-year permit governs our wastewater treatment process by setting limits on treated wastewater (effluent) parameters and establishing monitoring requirements and other conditions. The reissued permit includes testing for additional parameters and increased testing on other currently monitored parameters. In addition to treatment requirements, the permit also requires the development of a complete sewer collection system operation and maintenance plan. This plan will be developed over the next 2 years. Ipswich continues to discharge a high quality effluent which meets or exceeds all permit requirements.

One of two 750,000-gallon aeration basins at the Wastewater Treatment Plant was drained and cleaned of all sludge, sand and debris in 2016. One of these tanks is required for the treatment process, with the other serving as a backup. With the tank clean, the original aeration piping at the bottom of the tank can now be repaired or replaced, as appropriate. Once piping work is complete, the tank will go online and the second tank will be drained for cleaning and pipe replacement.

Construction has begun on a SCADA (Supervisory Control and Data Acquisition) system for the Wastewater Department. Implementation of a SCADA system will result in increased monitoring and control of remote pumping stations and each component of the treatment process at the Wastewater Treatment Plant. This project is funded over a six-year period FY15-FY20.

### **2016 Wastewater Statistics**

Treated Wastewater	247	Million Gallons
Septage Received and Treated	6.8	Million Gallons
Bio-Solids Processed	2,731	Cubic Yards
Violations	0	Cited

### **Ipswich Drought Conditions, Dow Brook 2016**



\*\*\*\*\*

#### **FINANCE DIRECTORATE**

Sarah F. Johnson, CGA - Finance Director

#### **ACCOUNTING OFFICE**

Stephanie L. Frontiera - Town Accountant

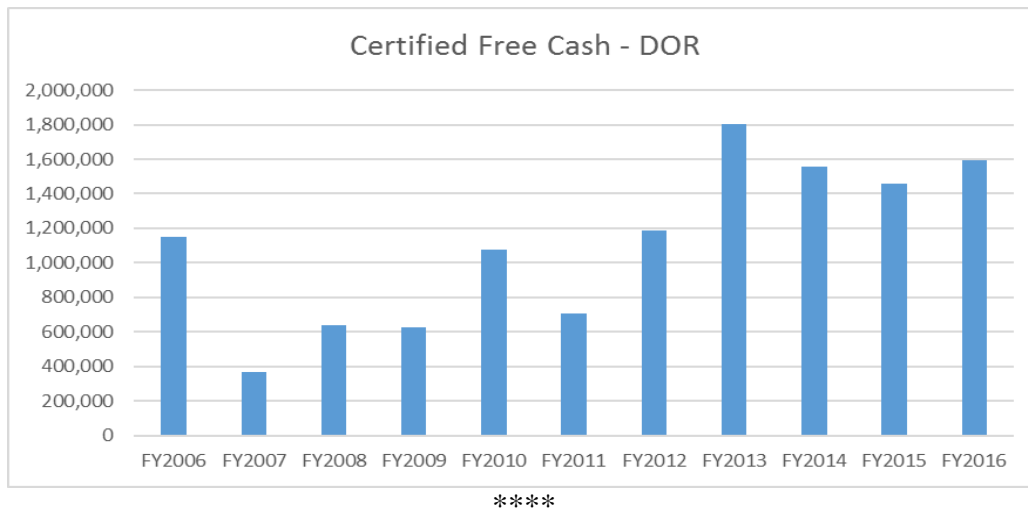
The Finance Director is the chief financial advisor to the Town Manager. The Finance Director develops and implements departmental goals, manages long range forecasts and debt planning, monitors economic projections and trends as well as long term liabilities, creates and revises policies and procedures and assists the Town Manager in the creation of the operating budget and capital plan. The Finance Director also coordinates with the Accountant on the audit schedule and Management Letter, the Treasurer on the issuance of debt and the Purchasing Director on the insurance coverage and liability. The Accounting, Assessing, Purchasing, Town Clerk, and Treasurer/Collector departments are within the Finance Directorate. The department heads for each department report directly to the Finance Director.

The Town Accountant's Office consists of a full-time Town Accountant, PT Accounting Assistant, and one full-time staff. The Accounting Department is responsible for processing invoices for vendor payments, and preparing all 1099's at year-end in accordance with IRS regulations.

The Town Accountant is appointed by the Board of Selectman. She maintains all of the accounting records for the Town's revenue and expenditures; ensures that reconciliations are performed between applicable Town departments; and oversees the operation of the Town's financial computer system MUNIS. (Municipal Uniform Information System)

The Town Accountant also coordinates the annual independent audit of the Town's financial statements that was last completed by October 21, 2015, for the year ended June 30, 2016. The financial results for fiscal year 2016 were strong. This was due to excellent collections on receivables, and responsible spending of appropriations.

Free Cash for fiscal year 2016 was certified by the Massachusetts Department of Revenue, Division of Local Services on October 18th, 2016 in the amount of \$1,594,316.00.



## **PURCHASING AND MANAGEMENT SERVICES**

Frank V. Antonucci, Purchasing Director

The Purchasing and Management Services oversees the municipal purchase and contracting of all goods and services and public construction bids including some requested School Department bids.

All goods and services expenditures over \$50,000 and all public works or building projects over \$10,000 are subject to public bidding requirements under the new Massachusetts General Laws. All bids and contract files are kept on file in the Purchasing Office for public review. Disposition of surplus Town owned property including vehicles or other office equipment is also handled by the Purchasing Office.

Management Services handles all insurance claims related to property damage claims including vehicles and general liability. Insurance renewals, loss reports, vehicle and property inventories are kept on file in the Purchasing Office.

Management Services also coordinates town and school departmental participation in the MIIA Rewards program which provides insurances premium discounts for safety trainings and policy planning activities that reduce operational risks. Management Services is also responsible for the compiling, editing, printing and the distribution of the Town Report. Selected grant writing is also undertaken for various departments to purchase equipment and services that reduce operational risks for insurance claims.

Some projects for 2016 includes Ambulance Services, Linebrook Road Water Project, Way Finding Signs, Recreational Department programs, Employee Uniform services, Food Inspections, Turbine Rebuild, Library Steps project, Water and Sewer Dump Trucks, Building Fuels, Snow Plowing, Well Cleaning & Repairs, Generators Maintenance and Repair, Green Crab Trapping, Animal Shelter Expansion, Food Inspections, SCADA Panel, Office Copiers, Museum Art loans, WTP Water Pump, Office Supplies, Property Disposition (2) Engineering Services.

Insurance Claims Processed:	21
MIIA Rewards Funding:	\$44,942.00
Total Bids Completed:	22
MIIA Grant Funding:	\$6,925
Total Contracts Executed:	50+

\*\*\*\*

## **INFORMATION TECHNOLOGY (MIS)**

Greg Parachojuk, MIS Director

The MIS department is charged with the ongoing mission to develop, enhance and support the Town's computing and telecommunications infrastructure and, to provide the system and services necessary for the Town's departments and users to fulfill their stated goals and objectives.

All of our replacement hardware is purchased as energy efficient and "Open Source" software is used whenever possible. Additionally, we use VM (Virtual Machine) technology to reduce purchase, maintenance, and management costs.

We have stepped up our data backup frequency and now include replication to multiple locations for disaster recovery.

Our Town Hall facility Wi-Fi has been updated and expanded with current technology and our Library patron computers are now more secure and functional. Check out our "Kiosk" in Town Hall to list property information and file for permits.

We continue to add valuable information, schedules and alerts to our website. Please visit our website at <http://www.ipswichma.gov> and don't forget to sign-up for automatic email and text notifications on material that interests you most.

\*\*\*\*

## **TREASURER/COLLECTOR**

Kevin A. Merz

The Treasurer/Collector's Office is part of the Finance Directorate and reports directly to the Finance Director. It is staffed by three full-time employees; the Treasurer/Collector, the Assistant Treasurer/Collector and a Collection Clerk.

The Treasurer/Collector is responsible for the investment of all Town funds and the collection of Real Estate taxes, Personal Property taxes, Motor Vehicle and Boat excise taxes. The Treasurer/Collector's office is also responsible for all municipal borrowings, balancing cash and accounts receivable with the Town Accountant, selling beach stickers, accepting Passport applications, processing Municipal Lien Certificates and continuing collection efforts of properties in Tax Title.

The chart below lists the receipts, earnings and disbursements for the period of time from July 1, 2015 until June 30, 2016.

CASH AND INVESTMENTS 7/1/2015	\$17,321,593.40
FY16 CASH RECEIPTS	\$82,447,804.78
FY16 EARNINGS ON INVESTMENTS	\$209,504.88
FY16 DISBURSEMENTS	(\$76,684,888.15)
CASH AND INVESTMENTS 6/30/2016	\$23,294,050.91

Having a high collection percentage has been a strength of the office for the past many years. The chart below shows that for the last five years, the Treasurer/Collector's Office has collected about 99% of the taxes by the end of that fiscal year.

<u>Fiscal Year</u>	<u>Gross Tax Levy</u>	<u>Net Tax Levy</u>	<u>Collected at FY-End</u>
2016	\$ 37,413,772	\$ 36,983,988	99.0%
2015	33,595,622	33,137,328	98.8
2014	32,079,078	31,629,774	99.2
2013	31,028,800	32,079,078	98.8
2012	30,182,087	29,775,362	99.6

Every year the Town borrows for many capital projects. In 2016, the Treasurer/Collector's office issued \$5,890,054 in Bonds and \$300,000 in bond anticipation notes.

It was the busiest year ever for beach sticker sales. The office sold 6,183 beach stickers, 360 fishing stickers and 31 horse stickers.

### **BEACH STICKERS SOLD**

<u>Calendar Year</u>	<u># of Stickers</u>
2010	5,590
2011	5,462
2012	5,615
2013	5,502
2014	5,801
2015	5,879
2016	6,183

If a real estate tax bill is delinquent after the fourth quarter due date of May 1, the Collector's Office will mail out a demand notice. If the demand notice goes unpaid, the Collector will place a tax lien on the property at the Registry of Deeds. The Town placed tax liens on 11 parcels that were delinquent on fiscal year 2016 real estate taxes. Once a property has had a tax lien on it for at least six months, the Treasurer can begin the foreclosure process in Land Court. In 2016, the Treasurer foreclosed on one piece of land, 3 Valley Street.

\*\*\*\*

## BOARD OF ASSESSORS

Robin Nolan, Chairman

### Fiscal Year 2016 Valuation and Tax Rate

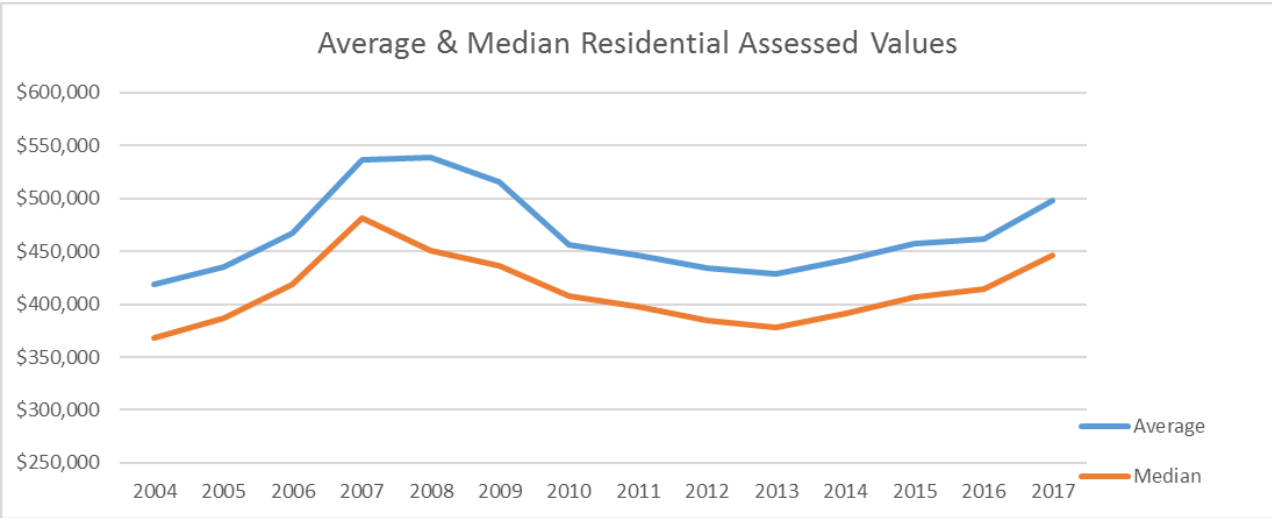
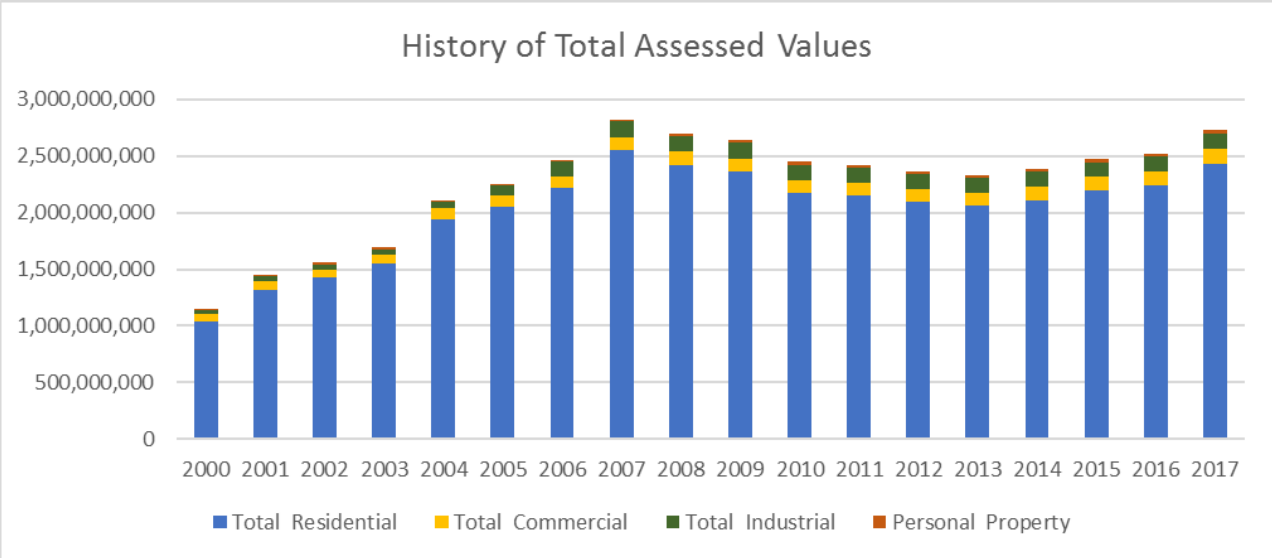
- There were approximately 200 arm's length property sales in calendar year 2014. These sales formed the basis for the fiscal year 2016 assessments for Ipswich's approximately 5,335 residential parcels.
- The fiscal 2016 total assessed value of all taxable property in Ipswich was \$2,519,445,906 which was an increase of \$47,527,162, or 1.9 percent, in comparison to the fiscal 2015 total assessed value of \$2,471,918,744.
- The fiscal 2016 new growth, which is comprised of new construction, renovations and other improvements, was certified by the Bureau of Local Assessment at \$27,133,780.
- The tax rate for fiscal 2016 (which began on July 1, 2015) was approved on December 2, 2015 at \$14.85 per \$1,000 of assessed value.

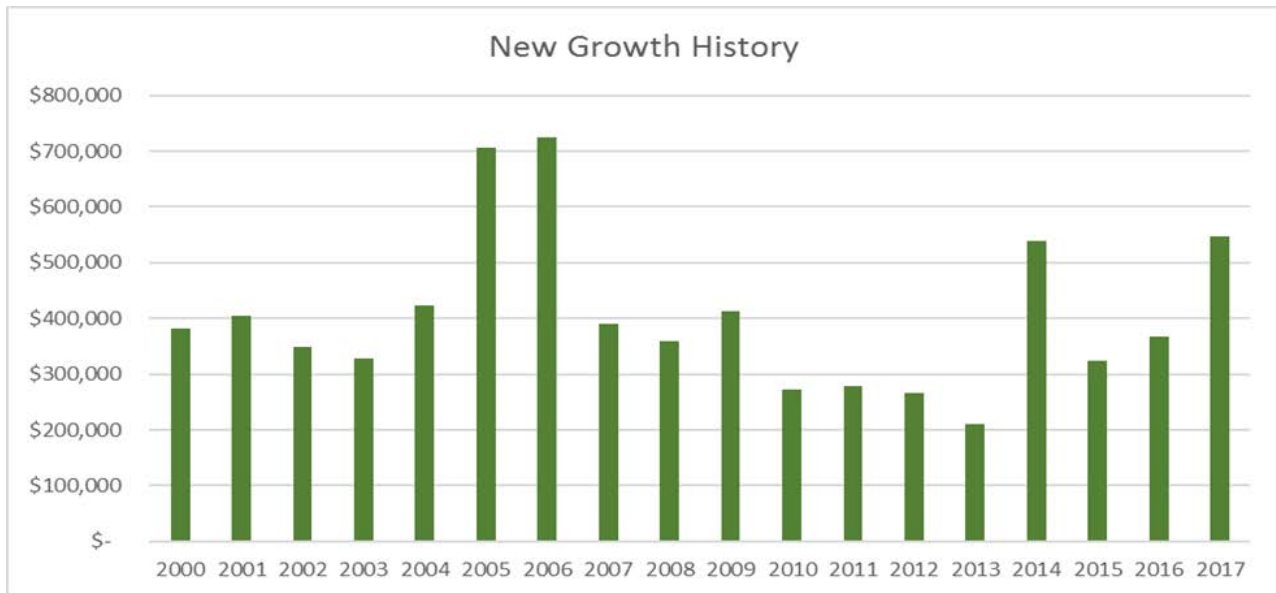
The role of the Board of Assessors is to establish the full fair market value of all properties in Town, using a mass appraisal methodology. The Board revalues every property in town each fiscal year to reflect the full estimated fair market value. The Board's policies and procedures are overseen by the Massachusetts Department of Revenue. The Assessors' office is required to inspect all parcels with new construction and also properties that have had other physical changes since the previous year. These inspections, along with additional inspections for verification of all sales for data accuracy, resulted in the increase of \$27,133,780 in assessed valuation of new growth for fiscal 2016.

In fiscal year 2016, the Board of Assessors completed their mandatory interim year adjustment on all property in the Town of Ipswich as required by the Department of Revenue. Under Massachusetts's law, this Board is required to value all of Ipswich's 5750 properties at 100 percent of their full and fair cash valuation, thereby insuring an equitable distribution of the property tax levy. The town's average single-family valuation was \$461,547. The current valuation and levy percentages based upon property class are as follows:

<u>CLASS</u>	<u>VALUATION</u>	<u>%</u>	<u>TAXES LEVIED</u>	<u>LEVY %</u>
<b>Residential</b>	2,240,049,841	89%	\$33,264,740	89%
<b>Commercial</b>	120,510,415	5%	\$1,789,580	5%
<b>Industrial</b>	129,686,410	5%	\$1,925,843	5%
<b>Personal</b>	<u>29,199,240</u>	<u>1%</u>	\$433,609	<u>1%</u>
<b>TOTALS</b>	2,519,445,906	100%	\$37,413,772	100%







\*\*\*\*

**TOWN CLERK AND CHIEF ELECTION OFFICER**  
**PAMELA Z. CARAKATSANE, CMMC/CMC**

**POPULATION AS OF DECEMBER 31, 2015– 13,663**

**VITAL RECORDS**

	2014	2015	2016
Births	86	97	86
Deaths	109	114	107
Marriages	54	60	55
<b>Total</b>	<b>249</b>	<b>271</b>	<b>248</b>

**DOG LICENSES**

Registered Dogs	<b>2,019</b>	
Registered Kennels	11	Consisting of 95 dogs

## SHELLFISH LICENSES AND PERMITS

	2014	2015	2016
Resident Yearly	160	139	178
Resident Family	85	85	105
Resident	102	107	125
Commercial			
Student	4	0	0
Commercial			
Over 70	9	7	6
Commercial			
Over 60	43	18	0
Recreational			
Over 70	n/a	1	18
Recreational			
Non-Resident	115	90	38
Yearly			
Non-Resident Daily	33	22	93
Eagle Hill Stickers	10	89	108
<b>Total</b>	<b>561</b>	<b>558</b>	<b>671</b>

## TOWN MEETINGS ELECTIONS AND VOTER REGISTRATIONS

### I. The Board of Registrars

Peter Ross, Chairman  
Robert M. Stone  
Katherine Eliopoulos  
Pamela Z. Carakatsane, CMMC/CMC

### II. Town Meetings:

#### May 10, 2016 **Annual Town Meeting**

Five hundred fifty three voters attended  
The Warrant consisted of twenty six articles

#### October 25, 2016 **Special Town Meeting**

Two hundred thirty eight registered voters attended.  
The Warrant consisted of twenty one articles.

### III. Elections:

#### **March 1, 2016 Presidential Primary Election**

Votes Cast:	5,316
Number of Registered Voters:	10,427
Turnout:	51 %

#### **May 17, 2016 Annual Town Election**

Votes Cast:	1,514
Number of Registered Voters:	10,495
Turnout:	14.43 %

#### **September 8, 2016 State Primary Election**

Votes Cast:	740
Number of Registered Voters:	10,639
Turnout:	7 %

#### **November 8, 2016 Presidential Election**

Votes Cast:	8,846
Number of Registered Voters:	10,934
Turnout:	81 %

It was an honor and a privilege to fill the role of Chief Election Officer in an historic first for the Commonwealth of Massachusetts and for the Town of Ipswich. The Presidential Election held on November 8, 2016, was the first election in which Massachusetts voters were able to participate in Early Voting. All municipalities in the Commonwealth were required to participate and Ipswich ranked seventh highest out of the 351 cities and towns in the number of early voters.

The Early Voting period was held during regular business hours from October 24<sup>th</sup> through November 4<sup>th</sup>. Also, for the convenience of our voters, we were open for four hours on Saturday, October 29<sup>th</sup>. The Town averaged an amazing 396 voters per day. This impressive turnout is a tribute to the voters of Ipswich.

The Town Hall gymnasium was set up in similar fashion to our Election Day polling location. There were eight election workers throughout each day. Voting booths were provided in order that the voter have complete privacy in casting their ballots.

Just under half of the Town's total voter population voted as Early Voters.

Each municipality was allowed by Statute to choose to process the ballots on Election Day either through the tabulators at each precinct or through a "Central Tabulation Facility" (CTF). In Ipswich, we used the CTF method. The CTF was chosen to eliminate lines at the conventional check-in and check-out tables. The CTF was set up at the rear of the YMCA gym and consisted of two tabulators which counted two precincts each. Under the supervision of the Town Clerk, there were five election workers assigned to each of the tabulators. The privacy of each voter and their ballot was maintained using strict procedures. These ballots were tallied after the polls closed simultaneously with the conventional ballots. The election workers who assisted in chartering this "unknown territory" are to be commended for their dedication and many, long hours to help make Early Voting the success that it was

**The following are statistics regarding the Early Voting:**

Number who voted at Polls on Election Day	3,843	43.44 %
Number who voted Domestic Absentee Ballot	619	6.99 %
Number who voted Specially Qualified Ballot	34	.04 %
Number who Early Voted	4,350	49.2 %
<b>Total</b>	<b>8,846</b>	<b>99.67 %</b>

**REGISTERED VOTER STATISTICS**

**Number of Residents Enrolled in a Recognized Party or as Unenrolled**

<b>Party</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Total</b>
Democrat	746	685	484	584	2,499
Republican	340	380	442	370	1,532
Green-Rainbow	0	3	3	1	7
United Independent Party	15	9	6	18	48
Unenrolled	1,570	1,820	1,671	1,775	10,922
<b>Total</b>	<b>2,671</b>	<b>2,897</b>	<b>2,606</b>	<b>2,748</b>	<b>10,922</b>

**Number of Residents Enrolled in a Recognized Political Designation**

<b>Party</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Total</b>
Green Party USA	0	0	3	1	4
Libertarian	3	2	3	0	8
Pirate	0	1	0	0	1
MA Independent Party	2	0	1	2	5
American Independent	1	3	1	1	6
Inter 3 <sup>rd</sup> Party	0	0	1	2	3
Conservative	0	1	0	2	3
Socialist	0	0	0	2	2
<b>Total</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>9</b>	<b>29</b>

**Total Number of Registered Voters as of December 31, 2016**

**10,951**

Thank you to my Assistant, Kathy Marini; the Board of Registrars; Office Volunteers Janet Trask, Marlene Shannon, Pat Flanagan and Pat Morley who assist this office through the Senior Work Program and as volunteers; the Constables, Wardens, Clerks, Checkers, Provisional Ballot and Tally persons; the Ipswich Police Department; the Cemetery Department; the Facilities Department; the YMCA staff; and to the staff at the High School/Middle School who help set up for Town Meeting. Also, Andrew Agapow, Dave Benedix,, Ron Graves, Robert Stone, Phil Grenier who spend many hours setting up the night before each election and dismantling the day of the election. They all have helped to make each Election and Town Meeting a success.

\*\*\*\*\*

## **IPSWICH PUBLIC LIBRARY**

Patty DiTullio, Director

2016 was an exciting year at the library! Our focus has been on continuing to evaluate and update our organization in order to better meet the ever-changing needs of the community, which has resulted in improved spaces and many innovations in services.

Technical Services Librarian Nathalie Harty joined the staff in August, and longtime staff members Maureen Fay, Kathy Berggren, and Mary Lou Murphy retired in 2016 after many years of dedicated service to the community.

### **2016 - By the Numbers**

133,356 = annual visits to the library (an increase of 25% over 2015)

8808 = Ipswich residents with active library cards

8528 = annual program attendance (an increase of 11% over 2015)

147,255 = books, audiobooks, music CDs and DVDs borrowed

40,434 = number of items sent/borrowed for patrons through delivery

13,214 = number of sessions on the public computers

1715 = hours logged by volunteers

### **Improvements to Services and Spaces**

We made many improvements to the building and to our menu of services in 2016. The exterior staircase that runs along from the North Main Street entrance to the rear entrance of the library was replaced after being removed several years ago. The project was funded by the town's capital plan, with matching funds from the Friends of the Library and the Board of Library Trustees.

Local craftsman Fred Rossi of Rossi Custom Woodwork created custom-designed display furniture from the wood from the famous American elm tree that stood at the corner of Country and East Streets for almost two centuries. The new pieces have helped the library transform its main circulation area into a more inviting space for patrons to browse new materials.

In the spring of 2016, the Friends of the Library opened a new used bookshop, right inside the library, which is open all hours the library is open and is stocked by donations. Proceeds from the shop directly benefit library programs and services.

Several important enhancements have been made to our technology services. In addition to upgrading our public workstations, we also now offer laptops to the public for use within the library, and we introduced a new state-of-the-art photocopier/scanner and color printer.

Another exciting development is the expansion of our dedicated room for teens. By rearranging some collections, we were able to remove some shelving and more than double the size of our previous teen space. In addition to many new library programs taking place in this area, teens also use the space for homework, socializing, and independent reading.

In 2016, we introduced two new featured collections for patrons borrowing. The “Hot Titles” collection consists of extra copies of high-demand items, designed to reduce wait times for patrons. These additional copies cannot be requested or renewed, and are available on a first-come, first-serve basis. Also new this year is the “Binge Box” collection: boxes full of movies or TV shows so you can catch up on a series or enjoy a themed box for your own at-home film festival (Hitchcock, horror films, chick flicks, and more...).

## **Programs**

The library expanded its menu of programs across all age levels in 2016, offering something for everyone in the community. Our annual community-wide read, “*Ipswich Reads...One Book!*” was a great success. Over 430 people borrowed copies of *Station Eleven* in various formats (this year we purchased ebook and digital audiobook copies, as well as print, large print and books on CD). Eleven local book groups participated in the program. We offered 12 related special events, in addition to the book discussions, and those were attended by a total of 142 people.

Over 200 people attended our second annual Local Author Fair in November, at which over 25 local published authors came to the library on the same day to meet and greet the public and sell and sign their books. The Library’s Art Committee organized two live musical concert performances – one in April and one in October – which both drew large audiences.

We also launched several new programs for adults in 2016, including a coloring group for adults, a series of technology classes and drop-in help sessions, and our very popular “Cookbook Club” (a combination book group and pot luck).

The Children’s Room was a very busy place all year, with over 7500 people attending over 300 programs. The summer program theme (*On Your Mark, Get Set—Read!*) provided a great tie-in to the Olympics and offered an opportunity to partner with members of the health and fitness community – martial arts with Mark Warner, yoga with two local studios, Zumba with the Ipswich YMCA, dance with Ipswich Moving Company, and music programs. Of course, Vehicle Day is our biggest event for community outreach. The winners of the annual photography contest had their photos in the Ipswich Chronicle, and displayed here in a photo exhibit. The week-long Book Camp was a big success again in its second year.

Children’s Librarian Laurie Collins offered Mother Goose and Story Time programs on Children’s Day at the Farmers’ Market, and collaborated with the new director at Birth to Three Center. For the first time ever, Ipswich Public Schools held their Kindergarten registration days here at the library, which gave us the opportunity to introduce young families to our resources.

## **Donations and Support**

The library would like to thank a variety of groups and individuals for their assistance and financial support. The Board of Library Trustees and the Friends of the Ipswich Library support many needs

that are not funded in our town budget, such as IT equipment, museum passes, online resources, guest speakers and programs, and supplies and refreshments. Both groups also generously give their time with special events, such as book sales and receptions.

The Rotary Club of Ipswich generously funded several initiatives in our children's department. Umesh Bhujra of Zumi's provided prizes for summer reading participants. We also received a \$500 Exxon-Mobil grant through volunteer Phillip Goss. Last, we receive numerous memorial donations annually that help us enhance our collections. Finally, special thanks to the library staff, who make it all possible.

\*\*\*\*

## **SUPERINTENDENT OF SCHOOLS**

Dr. William I. Hart, Superintendent

In FY 17 the Ipswich Public School Department continued to implement a comprehensive multi-year plan to improve local schools. The Override voted in 2015 has now supported a second full year of school improvements. I am proud to share with the Ipswich Community that the FY 17 and FY 18 budgets are, to the penny, the budgets the School Department committed to three years ago. The School District continues to use the Operational Audit, NESDEC Choice Report and NESDEC Facilities Report to ensure tax dollars are being used efficiently and effectively. The fruit of our labor is beginning to show progress in innovative programming and standardized test scores. Local funding has supported innovative programming in technology integration, project-based learning, Makerspaces, critical thinking, professional development and much, much more. Ipswich students are involved in STEAM (Science, Technology, Engineering, Arts and Math) education that is quickly becoming a regional model for pioneering education. Walk the halls in any of our four schools and you will observe students using technology to communicate, collaborate and create in new and exciting ways. Our fully staffed Media Centers in both our elementary schools are a hub for engaging Makerspace Design-thinking projects. Our secondary students are collaborating with Ipswich citizens in real-world sustainability projects that are solving significant local problems. Education in Ipswich is developing in students the habits and intellectual dispositions that are aligned most closely with our country's most successful people. One might ask how the school department knows it is being successful at educating local children. I am pleased to share with the community that there are clear indicators of our school system's success. First, our standardized test scores like MCAS and Advance Placements are improving tangibly. Our MCAS scores in many areas are trending up which indicate our students are more literate, mathematically minded and understand complex natural systems. Students are solving real world problems such as eliminating plastics in local businesses and resolving oceanographic challenges in collaboration with local scientists. Our teachers and administrators are being recognized and invited to present their innovative programming at state and national conferences. Finally, students are being accepted into highly competitive colleges, in part, for their work in solving local problems. The Ipswich Public School department is clearly on the move and getting better each day.



On behalf of local students, educators and parents, I thank the Ipswich Community for continued support of our schools. The Ipswich Public School Department is educating its students better today than we were four years ago. It is the community's support that has made the difference. Thank you.

## **IPSWICH HIGH SCHOOL**

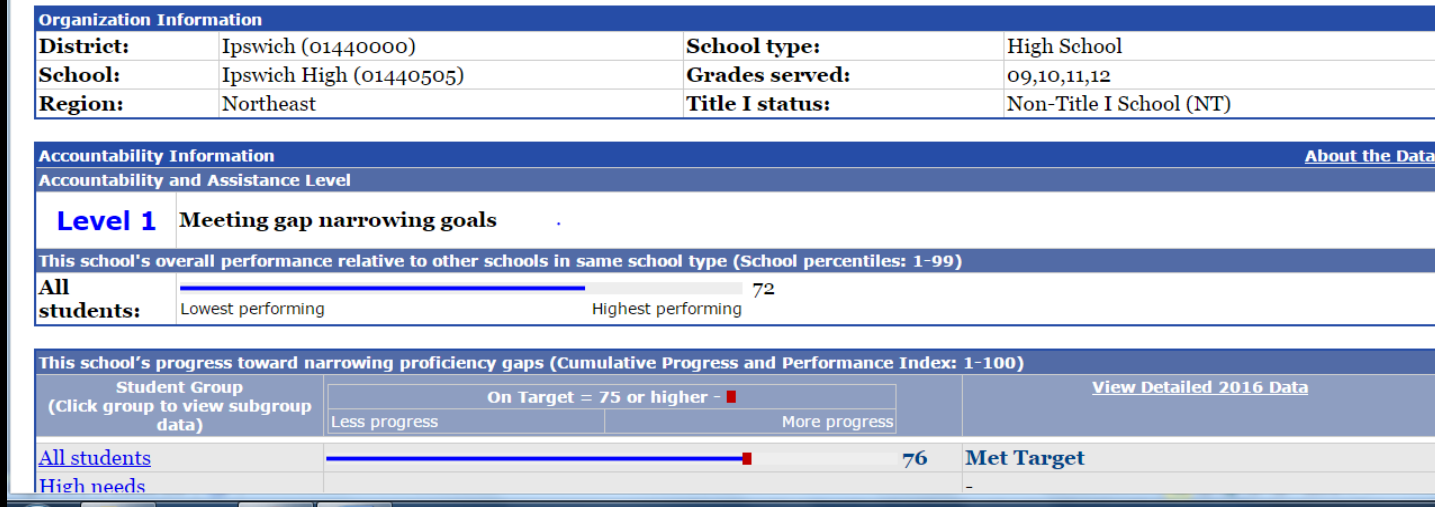
David Dalton, Principal

Ipswich High School continues to offer Ipswich students an excellent public education as evidenced by recognitions in a number of areas. Colleges continue to accept Ipswich High School graduates at a high rate. The Class of 2016 ended with 91% accepted to colleges, 78% of those to 4 year colleges, and 13% to two year schools. Acceptances for the last two years have included Boston University, University of Connecticut, Brown, Fordham, Colgate University, Gordon College, M.I.T., Harvard University, Providence College, Princeton University and many others. Over 180 different colleges accepted Ipswich High School graduates.

MCAS scores continue to be outstanding with 98% of the current juniors scoring Advanced or Proficient in English Language Arts. In Mathematics, 88% attained that level as did 91% in Biology. Students continue to have scores that rank Ipswich High School among the top of Level I Massachusetts Public Schools.



## 2016 Official Accountability Data - Ipswich High



Ipswich High School Athletics earned the Hyland Award for the top athletic program in the Baker Division. This award is given to the school that “shows excellence on the field, participation rate, sportsmanship, and academic excellence throughout their athletic program”. Ipswich High School Boys Lacrosse earned a CAL championship in 2016. Girls Lacrosse Coach Kerri O’Connor earned Coach of the Year honors in 2016 as well. The Ipswich High School Cheerleaders secured their 6th Cape Ann League title and a trip to the National Cheerleading competition. Six of our Fall Varsity Teams qualified for the Post Season including field hockey which advanced all the way to the North Finals. Field Hockey standout Izzy Primack garnered player of the year and all scholastic honors in Field Hockey. During the Winter season our Boys Indoor Track Team won the Cape Ann League Baker Division Championship. Coach Marty Binette (Track) and Coach Brian Seabury (Girls Ice Hockey) earned coach of the year honors. McKinley Karpa received Player of the Year recognition for Ice Hockey. McKinley was also recognized as part of the Boston Herald Dream Team 2016-2017.

IHS art students again received Scholastic Art awards including Gold, Silver and Honorable Mention Awards from the *Boston Globe*. Most notable in the spring of 2016 were Gold award winners Zoe Ciarametaro, Meredith Lynn, and Chris Falcione. Todd Oliver received National Award recognition in addition to his Gold Medal (recognized piece shown below).

As has been our custom, the Gold medal Jazz Ensemble and Gold medal Bel Canto, Concert Band, Orchestra and Concert Choir all performed multiple times at a level rarely seen in high school. Notably, the IHS Chamber Orchestra was selected to perform at the National Band and Orchestra Festival at Carnegie Hall. Their concerts are a superb chance for members of the community to see tremendous talent and performances in our own Performing Arts Center.

Feoffees grants have provided enrichment and enhancement opportunities for our school community. One of the significant impacts of these grants has been the opportunity for our students to become world travelers. Two groups of students participated in EF (Education First) tours during the 2015-2016 school year. The first group traveled to Europe to attend a Human Rights

Summit at The Hague. The second group traveled to Peru where they attended a Student Leadership Summit on the topic of global citizenship. In both instances students returned to Ipswich High School with a new understanding of global issues and a heightened sense of responsibility to serve as activists both locally and globally. Students share their learning experiences with other students and the community at large by engaging in service and educationally based projects that utilize a design thinking approach. This is one way that Ipswich High School students are participating in the district-wide S.T.E.A.M. (Science, Technology, Engineering, Art, and Mathematics) initiative.

The High School students, staff, and administration offer their thanks and appreciation to the Ipswich Education Foundation and Institution for Savings for their continued work and support of the Ipswich Public Schools. The IEF and Institution for Savings have been instrumental in helping the schools to offer superior facilities and opportunities to all of our students and student athletes.

Ipswich High School continues to offer valuable learning through rigorous course offerings and high interest elective programs and extracurricular opportunities. The entire Ipswich community should be proud of the educational program at the high school. The support afforded by the community for the schools is paying dividends for our students and positions them well for their post-secondary plans.

## **IPSWICH MIDDLE SCHOOL**

David P. Fabrizio, Principal

The 2016-17 school year has been one of continued transformation of Ipswich Middle School. Our passionate and innovative professional staff has transformed our methods of teaching and learning. New and innovative practices infused with state of the art technologies have put our school on the cutting edge of middle school education. Powerful learning experiences based upon transferable skills have transformed our school. Our professional staff continues to collaborate and grow. Our comprehensive professional development program, data-driven student remediation and improved instructional techniques all contributed to increased student learning. Once again Ipswich Middle School performed at the highest levels in state and national standardized tests.

Our educational focus this year centered upon hands-on, project based work. Our students learn from doing. Our teachers design engaging lessons in which are students are tasked with “doing” rather than just listening. Every day you will find our students engaged in a variety of interesting and challenging activities. These activities include: Make a Better Bubble Maker; Thermal Energy Testing of a House; Graham Cracker Cathedrals (Service Area Engineering and Social Studies Blend); Editorial Cartoons; a Probability Carnival; and a Peloponnesian War Newscast. Through these hands-on, authentic learning experiences our students learn to work, collaborative, think critically and problem solve.

Our middle schoolers continue to enjoy a variety of after-school activities, including Art Club, Math League, Recycling Club, Homework Club and Tiger Den. We have also added Computer Programming Club and our first robotics team. Our Student Leadership Senate (SLS) has led the way in community service with our annual Thanksgiving Food Drive, Penny Wars and the Walk for Hunger. The Walk and the Food Drive benefit the Ipswich Food Pantry. In addition, a team of sixth grade teachers coordinated a school-wide fundraising Read-a-Thon where students recruited

sponsors to support their discussion of the book, I am Malala. The event culminated in an overnight lock-in at the middle school - a first!

Our athletic programs continued to thrive. Once again a significant number of students participated in our intramural offerings of basketball, volleyball, tennis, badminton, dodge ball, golf and ultimate Frisbee. On the interscholastic side our student athletes competed with neighboring schools in cross country, field hockey, basketball, and track.

In keeping with tradition, each grade attends an academically based trip during the school year. The sixth grade kicks it off for us with a week in April at The Ecology School at Ferry Beach in Saco, Maine. Students spend their time exploring and learning on a beautiful coastal campus. Seventh grade students learn first-hand about the local ecosystems and history with a series of separate day trips at locations along the Ipswich River and local points of interest. This year the 7th grade will be focusing on this essential question: How can my behavior impact the sustainability of my community? The seventh grade prepared for the trip by spending two days on the Ipswich River in October practicing canoeing safety and skills. Our eighth grade trips will focus on project adventure events and a team themed scavenger hunt in Salem, MA.

Clearly, the Ipswich Middle School is a dynamic, thriving institution. Our vibrant faculty and outstanding students have created an all-inclusive culture that affords everyone the chance to get involved. We are dedicated to the belief that an active and engaged student is a successful student.

## **DOYON SCHOOL**

Sheila Conley, Principal

STEAM is the air and throughout the building at Doyon! Thanks to our dedicated educators, each and every student is participating in Science, Technology, Engineering, Art, and Mathematics within their classroom and beyond. Students have had the opportunity to share their knowledge with parents during our two STEAM Nights this spring. Thanks to funding within the budget and through Payne Grants, a portion of our library-media center has been transformed into a makerspace which we call our STEAM Studio. A makerspace is a learning environment where children can tinker, design, and create using a variety of materials.

Students have learned to become innovative risk takers as well as creative critical thinkers. Our STEAM Studio includes a wide range of high and low tech materials that students have the opportunity to work collaboratively to explore and problem solve together including 3D printing, green screen, stop motion animation, coding, robotics, and design challenges with recycled materials. It is amazing to watch the students use Bee Bot coding robots, Spheros, Lego Robotics, and LittleBits Electronics. Our partnership with Tufts University has introduced our children to Novel Engineering along with many new design challenges. Both of these initiatives have taken the love of learning to a whole new level.

Our Ipswich Kindergarten Program once again has achieved accreditation by the National Association for the Education of Young Children (NAEYC). This national recognition is a mark of the commitment and quality of early childhood education our dedicated staff provides on a daily

basis.

Thanks to the support of our math and literacy specialists, students and staff are provided with the most up-to-date research to enhance the learning of all students. We continue to have a number of Professional Learning Communities (PLC) in which our educators gather to support each other and to advance their knowledge in the areas of mathematics, novel engineering and technology.

I am proud to share that two of our Doyon teachers, Amy Gregory and Teresa Hohenstein were chosen to present at the annual Mass Cue technology conference (Massachusetts Computer Using Educators) their “How to Create Elementary Makerspace”.

The love of music and the arts continues to be a highlight at Doyon. In the spring, every student at Doyon has the opportunity to share their musical and artistic talents with their families and community. Our fourth and fifth graders performed at the annual Strings Festival under the guidance of their teacher and orchestra director, Marissa Scarano. The fifth grade band performed at the first district-wide “All Band” Night. Our younger students in grades 1-3 shared their talent of singing, dancing and playing the recorders and xylophones.

On April 13<sup>th</sup>, Doyon will be transformed into an Elementary Art Gallery where the artwork of every Doyon student will be on display for the viewing pleasure of their family and friends.

DEEP (Doyon Extraordinary Enrichment Program) continues to be a highlight of Doyon’s extra-curricular opportunities offered after school to all students free of charge thanks to a grant from the Ipswich ReCreation Department. Over 250 students participate in the various classes during our fall and spring five week sessions. Classes are taught by staff, parents, and community members sharing their talents with our students. Some of the classes include crafts, cake decorating, cooking, cartoon drawing, Lego building, Makerspace time, ICAM, games in the gym and new this spring, trail bike riding in the woods right behind Doyon!

Coming soon, will be the much awaited Movie Night organized by the Early Act students who are part of our SLT (Student Leadership Team). These 4<sup>th</sup> and 5<sup>th</sup> grade students share their leadership skills through their interactions with the younger students and adults in the building. All proceeds this year will be donated to the Talia Duff Fund. To learn more go to [www.curecmt4j.org](http://www.curecmt4j.org).

In closing, I would like to thank our FRIES, School Council, Ipswich ReCreation, Ipswich Police, Ipswich Rotary and the rest of the community that supports the growth of the amazing students of the Paul F. Doyon Memorial School. I am fortunate to work with such a dedicated staff who share their talent and love of learning each and every day with our students

**WINTHROP ELEMENTARY SCHOOL**  
**Sheila McAdams, Principal**



“

Be happy in the moment, that's enough. Each moment is all we need, not more.” ~*Mother Theresa*

We all recognize it. The scheduled, hectic and perpetually-connected world in which students live can take a toll. Unrestricted play, unscheduled discovery time, has gone missing in the lives of today's youth. With a documented rise in anxiety among children, Winthrop has turned our efforts to teaching students and staff **Mindfulness**. Throughout the school, explicit lessons on breathing, noticing and appreciating the immediate have occurred. Students employ these strategies as a way to reset their day, ensuring more deliberate focus during times of academic explorations. Current research supports the benefits of this approach, validating our mindful approach.

Our focus on **Mindfulness** has also made us increasingly aware that we are part of a broader local and global community. During 2016, our collaborative efforts with so many local and community partners brought **Joy** to the forefront through our mindfulness. New this year was our fundraising partnership with Open Door in support of our local food pantry. Our Friends of Ipswich Schools (F.R.I.E.S.)-supported Food Golf event gave meaning to classroom design engineering challenges while creating a joyful community event for all. Our Early Act group collaborated with Sweet Paws to bring much needed supplies to animals in need as well as raised money for breast cancer awareness through their Get Your Pink On campaign. Also new this year was our participation in the Lion's Club vision screening program, offering eye screening to all interested families. The Ipswich Cultural Council and the Ipswich ReCreation Department once again funded our annual Ballroom Dance program and Afterschool Community Enrichment programs, respectively. We celebrated Big Apple Crunch using apples from Russell Orchard. And, lastly, no Arbor Day would be complete at Winthrop without participation from the Ipswich Forestry Department and Ipswich Garden Club. Our students learn valuable lessons about stewardship, service and efforts for the greater good through the caring community in which they live.

The teamwork and partnerships forged in our community are mirrored in the formative elements of our academic programs for both students and staff. Co-taught classrooms, learning environments in which general education and special education teachers share responsibility for all students in a classroom, have proven amazingly effective, raising the skills and experiences of all students through the complimentary skills sets of two professionals. The number of co-taught classrooms continues to rise, totaling six in the 2016.17 school year. In a national collaborative effort, this year one of our teachers joined fifty others across the nation to work in partnership with WBGH and NASA to develop a bank of science, technology, engineering and math lessons as models for teachers. Globally, our students frequently take part in initiatives such as Global Play Day and Hour of Code as well as video conferencing with authors and classrooms world-wide. The walls of the classroom have never been more transparent!

Project-based learning and engineering design challenges, both ways to blend the application of knowledge and skills from a variety of disciplines into real world problems, dominate units of study. Collaboration, critical thinking and communication become critical, yet commonplace, as student navigate not only the academic but social components of learning. Our after school Math Team meets weekly to explore new ways of thinking and mathematical challenges. Our makerspace activities have taken a shape that reflects industrial arts and handwork of old combined with creative reuse of recycled materials. Fostering creativity in the face of challenges fuels our joy with excitement.

The benefit of grant writing cannot be overstated as it relates to our offerings for teachers and students. Payne grants fund extensive math professional development with Linda Dacey, a renowned author and former Lesley University professor as well as design engineering in collaboration with Tuft University's Novel Engineering professional development. The combination of practical and philosophical learning yields meaningful, effective experiences in the classroom. Our fourth graders took advantage of a grant from Google that allowed students to visit the Museum of Science at no cost. This visit was an excellent extended learning experience following a unit on weather and climate! Payne mini-grants have also resulted in sound magnification systems for classrooms, early childhood science, engineering, technology and math professional development for preschools throughout Ipswich. Of particular note is our Winthrop Reads program. This fall, we kicked off this common book reading program by reading Masterpiece by Elise Broach, welcoming the author for an evening presentation/discussion.

How do we measure success? This year, as a result of our state testing performance, Winthrop earned the status of a Level 1 school. This designation validates that we are meeting state-designated targets for all of our students, including those considered at high risk. We are quite proud of this accomplishment but view it in light of our mindfulness programming and community collaborations. Academic achievement on state assessments has its value, but the true joy of learning comes from the relationships we foster, the empathy we nurture and the responsibility we accept as citizens of the world.

\*\*\*\*

## SHADE TREE AND BEAUTIFICATION COMMITTEE

Janet Taisey Craft, Chair

The Shade Tree and Beautification Committee is made up of concerned Ipswich residents, landscape professionals, Garden Club members and two selectmen who recommend, recognize, and implement actions that beautify and enhance the town of Ipswich and its quality of life.

The Committee seeks and monitors local business support for the planting and maintaining of roadway islands, promotes appropriate planting areas and tree planting throughout the town as well as organizes town-wide cleanups. The Committee works closely with the Town Manager, Department of Public Works, Planning Department, Forestry Department, Board of Selectmen, and Garden Clubs to achieve special initiatives.

2016 was a busy year for the Committee. Highlights include:

- **The Adopt An Island Program** enters its tenth year. This program has greatly enhanced the beauty of the town and has become a model for other nearby communities. Through an application process, coordinated through the town's DPW department, local businesses and community organizations sponsor and maintain a traffic island three seasons of the year. The Committee also sponsors hanging flower baskets in the downtown business area, the railroad station, and maintains 24 large planters along the Riverwalk.
- **Shade Tree Preservation** is an important aspect of the committee's focus. In coordination with the Public Works Department and the Electric Light Department, the consulting firm, Professional Environmental Services, LLC, conducted two tree surveys: "A Tree Health Survey" and "A Significant Tree Survey" in early spring 2017. This is an important first step in developing an inventory of the town's shade trees and assessing their health and maintenance requirements.
- **The Committee organized a fall and spring Town Wide Cleanup.** Volunteers cleared trash in the major entrance roadways into town, the downtown business area, the Hammett Street parking lot, the railroad station, Bialek Park, and the Town Wharf.
- **The Committee reviews the town's Streetscape projects** and their impact on trees. Working closely with the town arborist and other town committees, the Committee is a strong advocate for the preservation and protection of the town's shade trees.



## Trust Fund Commission

Richard J. Fates, Chairman

With low interest rates and a volatile equity market the Town's trust funds improved significantly in 2016. The total picture after custodial fees and distributions is as follows:

Market Value 12/31/2014	\$443,209.00
Interest	\$4,881.73
Dividends	\$5,518.68
Capital Appreciation	\$21,946.75
Less:	
Custodial and Accounting Fees	-\$2240.62
Distributions	-10,750
Market Value 12/31/2015	462,565.54

All of the distributions (\$10,750) represented scholarships from various Funds for graduating seniors from Ipswich High School.

The trust funds are currently allocated 41% in fixed income and 59% in equities. This allocation supports the production of current income, reduced price volatility and longer-term growth of capital. Equity exposure is diversified with 76% in the broad U.S. equity market, 18% in Europe, Australasia and the Far East and 6% in a hedging fund. The fixed income portion of the portfolio is concentrated in medium-term, high-quality corporate bonds. As these bonds mature over the next few years, we expect to reinvest their proceeds at higher rates than are currently available as the Federal Reserve raises its target interest rate. The portfolio also has a significant investment in a Treasury Inflation Protection Security (TIPS) that produces both current income and also provides protection against inflation which will inevitably return. A CD and cash for our foreseeable distributions round out the investments.

The Town of Ipswich Trust Fund is made up of 19 separate funds ranging in size from \$1,500 to \$137,000. There are 9 funds designated for scholarships from Ipswich High School, 3 for historic preservation, 2 for maintenance of memorials, 2 for the town's general use and 1 each for animals, the library and woodworking at the High School.

Some of the funds allow only the appreciation to be spent while others allow capital as well. The bulk of our work comes in the spring when we read applications for some of the scholarship funds forwarded to us from the High School. We decide the amount allocated to each scholarship, choose worthy recipients, and pass the information back to the High School. For other funds, we react to requests as they come in. Some recent requests came from the Historical Society and from the shop at the High School.

We are a committee of three. Seth Ward and Jean Emerson are the other members and Jean keeps us in line as our Secretary.

## **FINANCIAL STATEMENTS**

**2016**